May Work Session Agenda

Tuesday, May 05, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

https://us02web.zoom.us/j/83633620556?pwd=a3HaK7KY3eiVZPigkWULCq3L94xpUW.1

Phone: 301-715-8592 | Meeting ID: 836 3362 0556 | Passcode: 295179

Call to Order and Roll Call

Review of Agenda

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).

Business

1. Eastgate Industrial Park Zoning Discussion (Commission Discussion)
2. FY 2027 Budget & Town Tax Rate Discussion (Commission Discussion)
3. Resolution 2026-12: Budget Amendments FY 2026 (Commission Discussion)
4. Resolution 2026-13: Bullet Proof Vest (Commission Discussion)
5. Letter of Support: Project Charge Request (Commission Discussion)
6. Letter of Support for University of Maryland Environmental Finance Center; FY 27 Prince George's County Stormwater Stewardship Grant Program (Commission Discussion)
7. Lindsay & Associates Engagement Letter: FY 2026 Audit (Commission Discussion)
8. Tree Trimming Quotes (Commission Discussion)
9. Maryland Municipal League Summer Conference (Commission Discussion)
10. BCCE Appointment (Commission Discussion)
11. New Life Hope Ministries Contract (Commission Discussion)
12. Town of Cottage City Hiring Policy (Commission Discussion)
13. Motion To Suspend The Rules To Vote In A Work Session (Commission Vote)

Updates

Motion To Go Into A Closed Session: This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)___"To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”;

The Commission proposes to enter into a closed session to discuss employee performance evaluations and to conduct a discussion regarding a former employee of the CCPD.

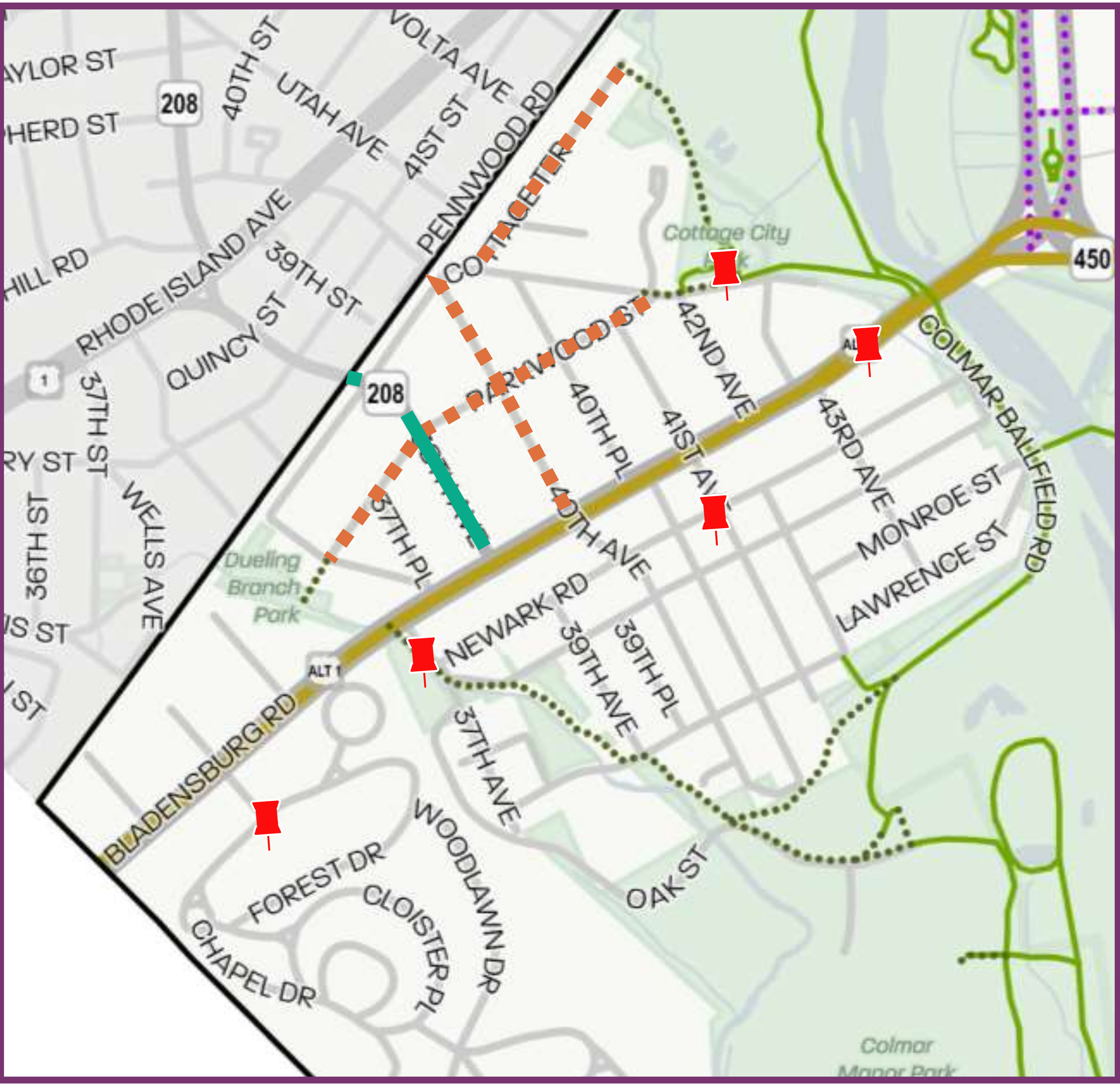
Open Session Following Closed Session

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.

Item # 1.

Cultural Heritage Trail

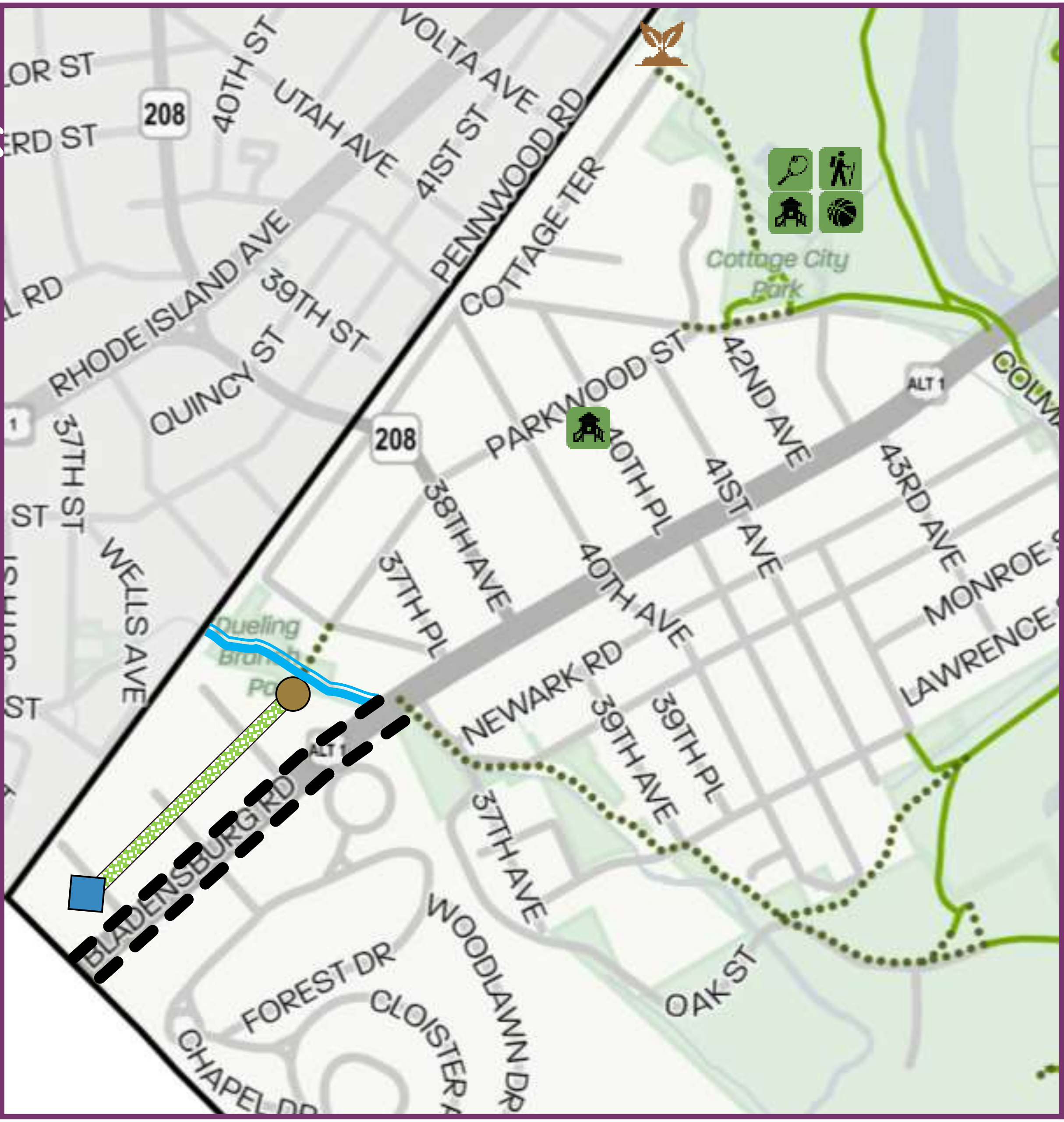


Map Legend

- Port Towns Sector Plan Boundary
- Star Spangled Banner Historic Trail
- Existing Trails/Shared-Use Paths
- Existing Bike Lane
- Proposed Shared Lane
- Proposed Side Path
- Proposed Trail/ Shared-Use Path
- Significant Landmark

PUBLIC FACILITIES

Existing and Recommended Parks, Recreation, and Open Space Facilities



Item # 1.

Map Legend

- Port Towns Sector Plan Boundary
- Existing Trails/Shared-Use Paths
- Existing Community Garden
- Existing Tennis Court
- Existing Trail
- Existing Playground
- Existing Half Basketball Court
- Proposed Gateway Street (Fixed)
- Proposed Greenway/Blueway Corridor (Fixed)
- Proposed Trail/Shared-Use Path
- Proposed Greenway and Linear Park (Not Fixed)
- Plaza (Not Fixed)
- Pocket Park/Mini Park (Not Fixed)

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Prince George's County Planning Department

Proposed Zoning in Neighborhood Center

Neighborhood Activity Center (NAC) Zone

- Provide lands for mixed-use centers;
- Create walkable, bikeable, and well-connected areas; and
- Provide neighborhood serving uses.

This concept is not a redevelopment proposal but an example of how the plan’s principles might be applied in a future project.

Renderings by IFMM | Photo from iStock

Item # 1.

SITE E:

PORT TOWNS JUNCTION

This concept is not a redevelopment proposal but an example of how the plan's principles might be applied in a future project.

Rendering by IFMM

TOWN OF COTTAGE CITY FY27 PROPOSED BUDGET
Fiscal Year July 1, 2026 through June 30, 2027

Account #	Title	Column1	Actuals 25	Year to Date March of 26	BUDGET FOR FY26	PROPOSED BUDGET FOR FY27
OPERATING REVENUE						
4005	RESIDENTIAL Real Estate Taxes		$438,718	$464,292	$466,257	504,378
	FY27 @ 45.38 cents FY26 @ 45.38 cents					
4006	COMMERCIAL Real Estate Taxes		328,110	384,905	402,087	443,483
	FY27 @ 72.00 cents, FY26 @ 72.00 cents					
4015	Personal Property Taxes (based on a le		53,402	95,722	40,000	65,000
4025	Income Taxes		160,053	116,972	105,000	155,000
4030	Highway User		49,040	35,290	54,311	65,524
4035	Fines & Forfeitures		7,617	5,609	8,000	4,000
4040	Speed Camera Fines		397,437	462,329	300,000	500,000
4041	Speed Camera Fees		0	133,953		180,000
4042	Red Light Camera Fines		42,121	250,830	50,000	250,000
4043	Red Light Camera Fees			134,410	50,000	180,000
4055	Franchise Fees (Cable TV)		18,284	8,051	18,000	16,000
4065	Licenses - Town		4,627	2,390	18,000	6,000
4075	Permits		100	0	-	100
4085	Police Aid		35,824	16,285	26,550	30,000
4095	Interest on Savings Accounts		30,023	28,603	25,000	25,000
4100	Public Works - Abatements				-	
4102	Town Hall Rental		650	3,950	1,800	600
4106	Solar Renewable Energy Credits				-	
4107.1	Donations		2,100	4,022	3,000	3,000
4200	Misc			4693		
	Subtotal - Operating Revenu		**1,568,108**	**2,152,306**	**1,507,005**	**2,428,085**

Item # 2.

GRANT REVENUE					
41040	Bond Bill			500,000	250,000
4109	Maryland Heritage Authority (MHAA)			45,000	45,000
4110	Maryland Heritage Authority (MHT)			100,000	100,000
4114	First Responder Camp/Community	33285.63		-	
4144	First Responder Camp/Community			-	
4120	CDBG Grant	363,816	400,815.00	400,815	-
4129	Chesapeake Bay Trust		63,000.00		
4130	Cable - PEG - Broadcast E	3,620		10,570	10,570
4135	Community Parks & Playgrounds	20560		-	
4141	MD DHCH - NED Grant			185,000	185,000
4144	Fed - Stormwater			670,000	670,000
	Subtotal - Grant Revenue	**421,281**	**463,815.00**	**1,911,385**	**1,260,570**
4201	**Appropriated from Fund Balance**			**1,582,200**	**1,800,000**
4202	New Account Appropriated from Fund Balance-ARPA Funding			128,345	-
	TOTAL REVENUE	**$1,989,389**	**$2,616,121**	**$5,128,935**	**5,488,655**

GENERAL GOVERNMENT				
5005 Salaries	$106,888	$151,293	$165,000	174,500
5006 Overtime			2,500	10,000
5010 Commissioner Salaries	33,649	26,244	35,000	35,000
5007 Temp Services	61,383			
5015 Payroll Taxes	10,399	13,849	16,200	16,760
5020 Life Insurance	1,113	-		
5025 Health & Life Insurance	6,385	11,754	14,000	24,000
5030 Retirement Benefits	1,500		7,000	-
5035 Workmen's Compensation Insurance	10,227	15,147	1,700	773
5037 Unemployment Benefits		23,781		-
5040 Audit Fee	15,369	11,208	14,500	12,000
5045 Bus Service	1,100	-		
5065 Community Enhancement				
End Time Harvest Ministries	2,000	2,500	2,000	2,500
Cottage City Scholarship		2,500	2,500	2,500
Anacostia Watershed Donation			1,000	1,000
Contribution to ATHA			1,000	1,000
Fire Department Donation		1,000	1,000	1,000
Newsletter	1,135	6,679	1,000	
Green Team	363	77	1,200	1,200
Crosswalk				2,000
TNR Program				4,000
Bees				700
Food Pantry			5,000	
Summer Camp			900	
Share Food				4,461
Family Relief				20,610
Port Towns CDC			15,000	
Subtotal	3,498	12,756	30,600	40,971
5070 Community Garden	5,469	1,809	3,500	3,500
5072 Community Garden ARPA	1389.07	343	11,448	11,448
Contractual Services Grants				72,000
5085 Contractual Services (Accounting)	52,233	30,413	44,000	40,000
5086 Cell Phone	233	3,058	1,500	2,100
5087 Codification Service	995	995	2,000	2,000
5090 Election Expenses	1,685	15	1,200	1,200
5100 Insurance	2,596	2,994	4,000	4,000
5107 IT Support	18,776	18,318	17,000	30,000
5115 Legal Fees	36,463	47,419	40,000	40,000
5120 Commissioner Lunch	2,298	1,088	2,000	2,000
5125 Membership Dues	2,441	3,954	4,000	4,000

5130	Commissioner Municipal Convention &	11,135	4,067	14,700	14,700
5135	Office Expenses	30,011	32,075	31,000	31,000
	TH Subscriptions				11,000
5140	Printing and Legal Ads	5,597		1,000	1,500

Item # 2.

5150 Special E	Arts & Education	761	-		
	Port Towns Meeting		-		1,000
	Adult Mixer	630.33	491	500	800
	English/Spanish Classes		1,000	2,000	
	Black History Month	1452.11	1,446	800	800
	Histpanic Heritage Month			800	800
	Holiday Giveaways		2,106		
	Woman's History Month		-		
	Native American History Mon	114		600	600
	Port Towns Legislative Dinner			300	300
	Easter Egg Hunt	509.59	385	800	800
	PGEMW, Town-Sponsored Meeting			100	
	GG Community Outreach	798			
	Juneteenth	147.99		300	300
	Cottage City Day	33	10,990	5,000	10,000
	Halloween	425.95	1,343	750	800
	Breakfast with Santa	1,417	869	1,400	1,500
	July 4th Event		-		300
	Community Block Parties		-		
	Refreshments	2,842	7,097	1,000	
	Food For Meetings				3,000
	Senior Harvest Dinner	735.18	500	500	500
	Seniors Camp		-		
	Events Signage			4,000	-
	Staff Appreciation			3,000	3,000
	Subtotal	9,866	26,227	21,850	24,500
5160 Town Communications (Newsletter, Ca		6,818	125	8,000	22,000
5165 Town Hall Maintenance and Repairs		13,404	15,233	12,000	1,500
5170 Town Hall Utilities		30,709	29,434	34,420	40,000
5175 Staff Training & Conferences		1,739	5,549	4,000	8,000
5190 Bank Fees		574.93			
5196 Website Hosting		11,949	12,730	5,200	20,000
	TOTAL GENERAL GOVERNME	$497,893	$501,879	$522,870	700,452

Item # 2.

PUBLIC WORKS					
5205	Salaries	$77,094	$45,149	$54,080	103,480
5206	Overtime	287		-	5,050
5210	Payroll Taxes	6,633	3,454	4,326	8,278
5211	Health & Life Insurance	11,821	355	-	12,000
5213	Retirement Benefits	100		-	-
5215	Workmen's Compensation Insurance	8,501	13,665	-	13,600
5230	Equipment Maintenance & Operating E	13,117	23,259	25,000	10,000
5232	Gasoline	5,612	5,378	8,000	8,000
5235	Highway Lighting	16,542	2,514	24,000	30,000
5237	MML & Training acct	6,971	833	-	
5240	Abatements			-	2,000
5241	Cell Phone	4878.86		-	
5242	Diga Talk Handheld Radio Service			-	
5260	Roadway/Sidewalk Construction, Main	25,301	2,670	7,500	20,000
5271	Maintenance	35,126	31,433	35,000	15,000
5272	Tree Maintenance	4,929		10,000	10,000
5273	Rain Garden			-	13,000
5280	Uniforms			-	500
5285	Vehicle Insurance	4,519		3,500	4,500
5287	Truck Maintenance	9494.85			
5305	Dumping Fees	20	13	2,400	2,400
5315	Mosquito Control	299		2,300	2,300
5320	Waste Collection and Disposal	78,934	102,834	121,643	136,400
5322	Code Software			-	
	TOTAL PUBLIC WORKS	$310,180	$231,557	$297,749	396,508

Item # 2.

POLICE DEPARTMENT					
5405	Salaries	$405,346	$127,490	$380,783	413,802
5406	Overtime	262		10,000	12,414
5415	Payroll Taxes	20,287	11,021	23,447	28,362
5420	Life Insurance	7,010	0	-	-
5425	Health & Life Insurance	37,235	27,284	53,817	49,200
5430	Retirement	15,025		17,500	16,600
5435	Workmen's Compensation Insurance	30,761	37,003	30,000	43,898
5440	Applicant Screening & Shots		565	1,000	6,000
5445	Auto Insurance	25,151	29,424	25,000	30,000
5478	Legal Fees			-	
5485	National Night Out	328	112	1,000	1,000
5490	Office Expenses & Operating Cost	20,805	12,088	12,000	12,000
5495	Police Liability Insurance	11,500	10,746	12,500	14,000
5500	Police Supplies	201	250	2,000	2,000
5506	Police Chief Training	2,393	1,748	6,000	6,000
5505	Training	3,224	1,248	6,000	8,000
5515	Uniforms and Accessories	6,214	1,723	8,000	12,000
5520	Vehicle Operation & Maintenance	8,324	21,619	10,000	15,000
5525	Gasoline	19,721	2,815	18,000	21,500
5534	Police Community Outreach	3,946	6,291	8,000	8,000
5537	Lexipol Law Enforcement Service	7,724	456	5,000	5,000
5539	Silvertra((changed to Flock LPR & Cam	2,835		11,000	8,000
5538	Police Explorer Program	1,733		5,000	5,000
5540	Axion Tasers	3,689	3,689	4,000	4,000
xxxx	Axon Cameras				4,000
5541	In Car Camera Upgrades	2,812	2,388	2,700	2,700
xxxx	Firearms and Ammunition				5,000
5542	Lefta System (remove, part of Lexipol)			3,000	-
xxxx	ACC				4,000
5560	Red Light Camera Program			-	
5555	Expenses to Speed Camera Program			-180,700	(180,700)
5560	Red Light Camera Program Fees	7725			
5600	Speed Camera Program			-	
5600.1	Speed Camera Salaries			107,000	107,000
5600.2	Speed Camera Benefits			26,400	26,400
5600.3	Speed Camera Other Costs			35,200	35,200
5600.4	Speed Camera Vehicle Costs			12,100	12,100

5600.5	Speed Camera Vendor Fees		134,410	180,000	180,000
	Redlight Camera Vendor Fees		133,913	180,000	180,000
5600.5	Speed Camera Due to State		-		
	TOTAL POLICE DEPARTMENT	$644,250	$566,284	1,015,747	1,097,476

Item # 2.

GRANT EXPENDITURES				
6002 MD DHCD - NED Grant			$185,000	185,000
6006 DHCD - Community Surveillanc Projec	11889.25			
6018 Community Engagement	34,534		-	
6014 First Responder Camp/Community	5,420		-	
6021 Cable - Public Education Grant - (PEG)	11,337	3,865	10,570	10,570
6023 Community Parks & Playground			-	
6052 BOND BILL EXPENSES FIREHOUSE	37,200		500,000	250,000
6016 Maryland Heritage Authority (MHAA)			90,000	90,000
6017 Maryland Historical Trust (MHT)			100,000	100,000
6010 Fed-Stormwater	925		670,000	670,000
6010 CDBG Grant	330,153	374,781	400,815	-
Subtotal Grants	$431,458	$378,646	$1,956,385	1,305,570
6054 ARPA GRANT EXPENSE	58768.69			
6054.1 FAMILY RELIEF PROGRAM	23,727	15,847	5,395	
6054.7 Grant Writer Salary	54,062	52,118	68,700	
6054.8 Grant Writer Fringe	12,829	8,468	24,250	
6054.13 ARPA Resident Tree Program	22170		0	
6054.15 ARPA Food Bank	15,232	11,194	10,000	
Subtotal ARPA Grants	$186,789	$87,626	$128,345	-
TOTAL GRANT EXPENDITURE	$618,247	$466,272	$2,084,730	1,305,570
CAPITAL OUTLAYS				
6505 Capital Equipment			$-	
6507 Town Hall Improvements		6,096	45,000	
6509 Purchase - 3813 Cottage Terrace			-	
6511 Maryland Heritage Authority Match (MHAA)			90,000	90,000
6512 Maryland Historical Trust Match (MHT)			66,700	66,700
Subtotal General Government			201,700	
PUBLIC WORKS				
6606 Facility Maintanence	2,662		-	
6607 PW New Equipment	7,995	18,912	25,500	
6615 Street Maintenance	401		-	
Subtotal Public Works	11,058	18,912	25,500	
POLICE DEPARTMENT				
6701 Capital Outlays - Police Dept	15,060		-	65,000

Item # 2.

TOTAL CAPITAL OUTLAYS	26,118	25,008	227,200	221,700
Fund Balance to Next Year				
7000 Fund Balance Carryover			-	1,766,950
GRAND TOTAL EXPENDITURES			3,788,296	5,488,656
Change in Fund Balance			1,340,639	(0)

TOWN OF COTTAGE CITY
RESOLUTION 2026-12

A RESOLUTION CONCERNING THE COTTAGE CITY BUDGET AMENDMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 2026.

Introduced by: Town of Cottage City Commission

WHEREAS, the Town of Cottage City adopted the FY2025-2026 Budget by Ordinance 2025-02 on June 11, 2025, which authorizes its subsequent amendment by resolution; and

WHEREAS, notwithstanding the above-referenced budget ordinance, the FY 2026 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 2026 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 2026 Budget was approved; and

WHEREAS, The Town has identified the need to amend the Fiscal Year 2025-2026 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

BE IT RESOLVED, that this Resolution shall further amend the Fiscal Year 2025-2026 Detailed Line-Item Budget to reflect the following changes to the Detailed Budget.

Changes in FY26 Budgeted Revenues are as follows:

Account Category	Budgeted	Adjusted Amount	Change
4015 Personal Property Taxes	$40,000.00	$95,000.00	$55,000.00
4041 Speed Camera Fees	$0.00	$180,000.00	$180,000.00
4042 Red Light Camera Fines	$50,000.00	$150,000.00	$100,000.00
4043 Red Light Camera Fees	$0.00	$180,000.00	$180,000.00
4129 Chesapeake Bay Trust - Senior	$0.00	$70,000.00	$70,000.00
Total			$585,000.00

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

Changes in FY26 Budgeted Expenditures are as follows:

Account Category	Budgeted	Adjusted Amount	Change
5005 Salaries - Gen Gov	$130,000.00	$165,000.00	$35,000.00
5035 Workers Comp Ins. Gen Gov	$1,700.00	$15,200.00	$13,500.00
5037 Unemployment Benefits	$0.00	$23,800.00	$23,800.00
5065.10 Newsletter	$1,000.00	$7,000.00	$6,000.00
5115 Legal Fees	$40,000.00	$64,000.00	$24,000.00
5150.3 Cottage City Day	$5,000.00	$11,000.00	$6,000.00
5150.7 Refreshments	$1,000.00	$7,500.00	$6,500.00
5196 Website Hosting	$5,200.00	$12,800.00	$7,600.00
5215 Workers Comp Ins. PW	$0.00	$14,000.00	$14,000.00
5560 Red Light Camera Program Fees	$0.00	$180,000.00	$180,000.00
5600.5 Speed Camera Vendor Fees	$0.00	$180,000.00	$180,000.00
6050 Chesapeake Bay Trust - Senior	$0.00	$70,000.00	$70,000.00
Total			$566,400.00

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

ATTEST: **TOWN OF COTTAGE CITY, MARYLAND**

_______________________________ By: _______________________________

John Hoatson, Town Manager

Wanda Wheatley, Ward 3, Commissioner

____

Julia Salsich, Ward 1, Commissioner

____

Reney Henderson Sr, Ward 2, Commissioner

____

Demetrius Givens, Ward 4, Commissioner

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

____

John Brooks, At-Large, Commissioner Vice Chair

CERTIFICATION

I, HERBY CERTIFY, as the duly Town Manager of the Town of Cottage City, Maryland, that on the 13th day of May, 2026, with Aye votes Nay votes, Absent, the aforesaid Resolution 2026-12 Budget Amendment Passed.

By: ________________________

John Hoatson, Town Manager

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

TOWN OF COTTAGE CITY
RESOLUTION 2026-13

A RESOLUTION OF THE COMMISSIONERS OF THE TOWN OF COTTAGE CITY AUTHORIZING THE SUBMISSION OF AN APPLICATION AND ACCEPTANCE OF FUNDS UNDER THE STATE FISCAL YEAR 2027 BODY ARMOR FOR LOCAL LAW ENFORCEMENT (BARM) GRANT PROGRAM, AND AUTHORIZING THE EXECUTION OF ALL RELATED DOCUMENTS

Introduced By: Town of Cottage City Commission

WHEREAS, the Commissioners of the Town of Cottage City recognize the importance of ensuring the safety and protection of its law enforcement officers; and

WHEREAS, the Governor's Office of Crime Prevention and Policy (GOCPP) has made available funding through the State Fiscal Year 2027 Body Armor for Local Law Enforcement (BARM) Grant Program to support the procurement of protective body armor for sworn officers; and

WHEREAS, the Cottage City Police Department seeks to apply for grant funding in the amount of $3,500, with a required local matching contribution of $3,500, for a total project cost of $7,000, to procure NIJ-compliant body armor and associated equipment; and

WHEREAS, the Commissioners of the Town of Cottage City find that participation in this grant program will enhance officer safety, reduce risk of injury, and support the effective delivery of public safety services within the Town; and

WHEREAS, the Town of Cottage City is required to authorize the submission of the grant application and, upon award, accept and administer the grant funds in accordance with all applicable State and federal requirements.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Town of Cottage City that:

1. The submission of an application to the Governor's Office of Crime Prevention and Policy for the SFY 2027 Body Armor for Local Law Enforcement (BARM) Grant Program is hereby authorized.
2. The Town of Cottage City hereby agrees to provide the required local matching funds in the amount of $3,500, to be allocated from available municipal funds, subject to final award.
3. The Town Manager, or designee, is hereby authorized to execute and submit all necessary application materials, certifications, and supporting documentation required for this grant program.
4. Upon notification of award, the Town Manager, or designee, is hereby authorized to accept the grant funds and execute all grant agreements, assurances, and related

documents necessary to implement the project, subject to compliance with all applicable laws and regulations.

5. The Town Manager and Chief of Police are authorized to administer the grant program, including procurement of equipment, compliance with reporting requirements, and adherence to all conditions of the award.

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

ATTEST: **TOWN OF COTTAGE CITY, MARYLAND**

_______________________________ By: ______________________________________

John Hoatson, Town Manager

Wanda Wheatley, Ward 3, Commissioner

____

Julia Salsich, Ward 1, Commissioner

____

Reney Henderson Sr, Ward 2, Commissioner

____

Demetrius Givens, Ward 4, Commissioner

____

John Brooks, At-Large, Commissioner Vice Chair

CERTIFICATION

I, HERBY CERTIFY, as the duly Town Manager of the Town of Cottage City, Maryland, that on the 13th day of May, 2026, with Aye votes Nay votes, Absent, the aforesaid Resolution 2026-13 Bullet Proof Vest.

By: __________________________

John Hoatson, Town Manager

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

Item # 5.

The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

Prince George's County Planning Board
The Maryland-National Capital Park and Planning Commission
Department of Parks and Recreation
Prince George's County, Maryland

Re: Request for Project Charge Funding – Town of Cottage City

Dear Members of the Planning Board and Department of Parks and Recreation Leadership:

On behalf of the Town of Cottage City, I respectfully submit this request for Project Charge funding to support youth development, community programming, and neighborhood beautification initiatives within the Town. The Town of Cottage City is committed to strengthening community engagement, expanding recreational opportunities for youth and families, and enhancing the overall quality of life for residents through accessible parks and recreation programming and strategic beautification efforts. These initiatives align with the mission of the M-NCPPC Department of Parks and Recreation to provide comprehensive park and recreation programs, facilities, and services that support healthy lifestyles while preserving and enhancing community spaces.

To support these efforts, the Town respectfully requests the following Project Charge allocations:

Youth and Community Programming Project Charges in the requested amount of $175,000.00. These funds will support expanded youth development and recreational programming in partnership with local organizations and community partners. Programming will include youth mentorship initiatives, recreational sports and fitness activities, educational enrichment programs, seasonal community events, and youth workforce development opportunities. These programs are designed to provide safe, constructive activities that encourage leadership, healthy lifestyles, and positive community engagement for young residents.

The Town also seeks 300,000.00 in funding to implement comprehensive beautification projects throughout Cottage City. These efforts will include landscape improvements, streetscape enhancements, tree plantings, community garden expansion, gateway improvements, and other projects that improve public spaces and strengthen neighborhood identity. These investments will enhance the appearance and usability of community spaces while supporting environmental sustainability and civic pride.

These initiatives represent a collaborative effort among the Town, residents, and community partners to ensure that Cottage City remains a vibrant, welcoming, and healthy place for families and youth. The

requested funding will enable the Town to expand programming opportunities and make meaningful improvements to public spaces that benefit the entire community.
Thank you for considering this request.

Sincerely,

Wanda Wheatley
Commissioner, Ward 3
Town of Cottage City

Cc: Cottage City Commission
Town Manager

The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

The Honorable Shayla Adams-Stafford
Prince George's County Council
County Administration Building
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

Re: Request for Support – Project Charge Funding for the Town of Cottage City

Dear Councilmember Shayla Adams-Stafford:

On behalf of the Town of Cottage City, I respectfully request your support in securing Project Charge funding through the Maryland-National Capital Park and Planning Commission (M-NCPPC) Department of Parks and Recreation to support youth programming, community recreation initiatives, and neighborhood beautification projects within the Town.

Cottage City is a vibrant and engaged community within the Port Towns area of Prince George's County. As our community continues to grow, the need for expanded youth programming, community engagement activities, and investments in public spaces has become increasingly important. These initiatives play a critical role in strengthening neighborhoods, providing positive opportunities for youth, and improving the overall quality of life for residents.

To support these efforts, the Town respectfully requests the following Project Charge allocations:

Youth and Community Programming Project Charges in the requested amount of $175,000.00. These funds will support expanded youth development and recreational programming in partnership with local organizations and community partners. Programming will include youth mentorship initiatives, recreational sports and fitness activities, educational enrichment programs, seasonal community events, and youth workforce development opportunities. These programs are designed to provide safe, constructive activities that encourage leadership, healthy lifestyles, and positive community engagement for young residents.

The Town also seeks 300,000.00 in funding to implement comprehensive beautification projects throughout Cottage City. These efforts will include landscape improvements, streetscape enhancements, tree plantings, community garden expansion, gateway improvements, and other projects that improve public spaces and strengthen neighborhood identity. These investments will enhance the appearance and usability of community spaces while supporting environmental sustainability and civic pride.

These investments will directly benefit residents by enhancing recreational opportunities, strengthening community pride, and improving the appearance and usability of public spaces throughout the Town. The requested funding will allow Cottage City to expand its programming capacity while making long-term improvements that support neighborhood revitalization and community well-being.

We respectfully request your assistance in supporting this funding request and advocating for these initiatives as part of the County's Project Charge funding priorities. Your continued leadership and support for investments in local communities are greatly appreciated.

Thank you for your time and consideration. We look forward to continuing to work collaboratively with your office to support the residents of Cottage City.

Sincerely,

Wanda Wheatley
Commissioner, Ward 3
Town of Cottage City

Cc: Cottage City Commission
Town Manager

The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

May 13, 2026

Whitney Vong
Senior Program Officer
Chesapeake Bay Trust
108 Severn Avenue
Annapolis, MD 21403

Re: Letter of Support for University of Maryland Environmental Finance Center; FY 27 Prince George's County Stormwater Stewardship Grant Program

Dear Ms. Vong,

The Town of Cottage City is pleased to submit this letter of support for the University of Maryland Environmental Finance Center (EFC)'s proposal to the Chesapeake Bay Trust for Prince George's County Stormwater Stewardship Grant to expand the Prince George's County Climate Stewards Academy (CSA).

EFC developed CSA as a residential program to train community members on best practices to implement climate adaptation and resilience efforts. Expanding upon the CSA framework to include a cohort for municipal leaders offers an important opportunity to build municipal capacity to accelerate climate action planning and implementation. Training for our municipal staff and elected officials will help our leadership better understand and address climate change, specifically as it relates to advancing the County's Climate Action Plan (CAP). The Plan commits County leadership to implement policies, programs and strategies to meet the challenge of global climate change as it impacts our communities.

The Town of Cottage City has already taken steps to address climate action, including efforts to improve energy efficiency in municipal buildings, participation in regional sustainability initiatives, stormwater management improvements, and community clean-up and beautification programs that support environmental health. The Town has also begun exploring opportunities to enhance green infrastructure and increase tree canopy coverage to mitigate urban heat and improve air quality.

We are also facing challenges such as limited financial and staffing resources to implement large-scale sustainability projects, aging infrastructure that is vulnerable to flooding and extreme weather events, and the need for more comprehensive data and planning tools to guide climate resilience efforts. Additionally, there is a need to strengthen community engagement and education around climate impacts, as well as to coordinate efforts with neighboring jurisdictions to address shared environmental concerns.

The opportunity to participate in a municipal cohort of CSA would help us address community priorities by developing a climate action work plan and providing our team with the knowledge and tools to make informed decisions and develop practical solutions that can be carried forward in our community.

We look forward to working with EFC's Climate Stewards Academy to support climate action in communities throughout the region. Your consideration is truly appreciated.

Sincerely,

Wanda Wheatley
Commissioner, Ward 3
Town of Cottage City
.
Cc: Cottage City Commission
Town Manager

May 13, 2026

Cottage City Commission
Town of Cottage City, Maryland

We are pleased to confirm our understanding of the services we are to provide the Town of Cottage City (the "Town") for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities (if any), each major fund, and the disclosures, which collectively comprise the basic financial statements of the Town as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) Budgetary comparison information

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements]:

1) Schedule of revenues – budget and actual
2) Schedule of expenditures – budget and actual

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town’s compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government’s ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Other Services

We will also assist in preparing the financial statements of the Town in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Lindsey & Associates, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulators or their designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lindsey & Associates, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators or their designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Bob Diss is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in May and to issue our reports no later than October 31.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, ***including expenses***, will not exceed $12,915. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Town's financial statements. Our report will be addressed to management of the Town. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below.

Very truly yours,

Lindsey & Associates, LLC

Lindsey & Associates, LLC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Cottage City.

Management signature: ______________________________

The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

MEMORANDUM

To: Cottage City Commission
From: John Hoatson, Town Manager
Date: May 5, 2026
Subject: Tree Issues In The Town of Cottage City

I am writing to bring several tree maintenances and removal matters to your attention and to request approval for work to proceed under the Private Property Tree Program.

1. 3808 40th Avenue <u>(Town Tree Maintenance)</u>
There are two large willow oak trees located in the front of the property between the curb and sidewalk. These Town-owned trees require significant pruning, including the removal of major dead limbs that pose a potential safety hazard. Additionally, low-hanging branches should be elevated to a height of approximately 12 feet. To safely complete this work, all parking spaces beneath both trees will need to be cleared of vehicles.

2. 4010 Cottage Terrace (Tree Removal) Possibly Under The Private Property Tree Program
A dead Tree of Heaven located in the backyard requires removal. The scope of work includes hauling away all tree debris and cutting the stump as close to ground level as possible. Each summer the tree gets covered in lanternfly which poses a major threat to crops and trees.

3. 4019 Bunker Hill Road (Tree Removal – Crane Required) Possibly Under The Private Property Tree Program
A Tree of Heaven located in the rear of the property, within a fenced area between two homes, requires removal. Due to its location and size, this job will require the use of a crane. We are currently awaiting confirmation from the crane company regarding the appropriate crane size and therefore cannot yet provide a cost estimate. This project will also require a temporary road closure to ensure safe removal. Each summer the tree also gets covered in lanternfly which poses a major threat to crops and trees.

Program Consideration
The trees at 4010 Cottage Terrace and 4019 Bunker Hill Road are both Tree of Heaven, an invasive species detrimental to the Town. We are requesting approval to proceed with their removal possibly under the Private Property Tree Program. Once again the lanternfly poses a major threat to crops and trees in Town.

Quotes and Next Steps

- Timberline will provide an additional quote for 4019 Bunker Hill Road.
- American Landscaping will provide a quote for 3808 40th Avenue.
- Final pricing for 4019 Bunker Hill Road is pending crane specifications.

We respectfully request the Commission's approval to proceed with the outlined work, possibly the removals under the Private Property Tree Program.

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

Contract #2605041 May 4, 2026

Town of Cottage City
C/O John Hoatson, Town Manager
3820 40th Avenue 240-461-3835
Cottage City, MD 20722 301-779-2161

SPECIFICATIONS

1. Wilkenson Resident on Bunker Hill Road:
Cut down and remove large Ailanthus Altissima tree.
Stump will be cut to a low stump level.
Clean up any debris resulting from our work and haul off site for proper disposal.

Price $2663.00____

2. 4010 Cottage Terrace:
Cut down and remove dead Ailanthus Altissima tree.
Stump will be cut to a low stump level.
Clean up any debris resulting from our work and haul off site for proper disposal.

Price $1696.00____

3. 3808 40th Avenue:
No cars can be parked in the driveway or in the street in front of home:
Front of home.
Prune and remove deadwood from large street tree.
Clean up any debris resulting from our work and haul off site for proper disposal.

Price $1079.00____

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 items separately on line by price.

Payment to be made as follows: Billed and payable net 30 days.
Credit/debit card payments will be assessed a 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.

<u>Notices and Licenses Information and Agreements</u>: Due to the nature of our work, starting and completion dates are dependent on weather and ground conditions and on material availability. Time is 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 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 #15444037.

Professional Fertilizer Business License #MDA F-O877.

District of Columbia Business License #400318800123, 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.

TO ACCEPT RETURN ONE SIGNED AND DATED COPY OF THIS CONTRACT.

Authorized Signature:____________Via E-mail________________________Date May 4, 2026________

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____

Timberline Tree Service
1403 Stoneham Rd.
Crofton, MD 21114 US
+13016495990
timberlinetree5990@gmail.com

ADDRESS
Gregory Pinkney
Town of Cottage City
3820 40th Ave.
Cottage City, MD.20722
Attn: Dept of Public Works
Greg
Pinkney

Estimate 18395

DATE 05/01/2026

ACTIVITY	QTY	RATE	AMOUNT
Tree Removal #1 - 4010 Cottage Terrace = removal of one dead Atlantis tree located in the backyard. Haul all tree debris and cut the stump as close to the ground as possible. (grind stomp with small grinder, backfill hole with stump grinding, leaving all access Stump grindings additional $400)	1	1,800.00	1,800.00
Tree Removal #2= 3808 40th Ave - Two large willow oak trees located in the front between the curb and the sidewalk = prune, major, dead limbs that could pose a safety issue and elevate low drooping limbs up to 12 feet (need all parking spaces underneath both trees, free of cars)	1	965.00	965.00
Tree Removal #3= 4019 Bunker Hill Rd. = Located in the back inside of the fence between two homes This tree removal will require use of a 65 ton crane. The crane will have to set up in the street. We definitely will need the road closed down to remove this tree safely. And we will need the driveway and street free of cars in and around 4019 home This cost includes baling all debris and cutting the stump close to the ground. No stump removal.	1	4,580.00	4,580.00

The prices listed above are valid for 30 days.

Please feel free to call with any questions.
Unpaid invoices accrue interest at 18% per year.
Customer is responsible for all costs of collection, including attorney’s fees.

Unpaid invoices accrue interest at 18% per year.

Customer is responsible for all costs of collection, including attorney’s fees.
If we have to make a return trip due to necessary Parking NOT being clear there will be a remobilization charge of $450.00 for each necessary return trip.

We accept all major credit cards, but there is a 3% surcharge on all payments made using one.

YOU MUST BE A LICENSED TREE EXPERT TO PERFORM ANY TREE WORK BY LAW

TOTAL	**$7,345.00**

Accepted By

Accepted Date

Unpaid invoices accrue interest at 18% per year.

Customer is responsible for all costs of collection, including attorney's fees.
If we have to make a return trip due to necessary Parking NOT being clear there will be a remobilization charge of $450.00 for each necessary return trip.

Proposal

Milton's Tree Care Services LLC
3700 Bethwood Ct
Upper Marlboro, MD 20772
(301) 675-8147

Tree Expert LC# 1812
Insured & Bonded

Job Name

Hoatson 20260410

Monday, April 20, 2026

Town of Cottage City
Mr. John Hoatson
3820 40th Ave
Brentwood, MD 20722
-Mobile:301-779-2161

Salesperson: Milton Munoz
Email: miltonstreecareservices@gmail.com
Phone: 3016758147
Worksite: 3820 40th Ave
Brentwood, MD 20722

#	Item	Description	Qty	Cost
2	Tree of Heaven	**Tree Removal and Stump Grinding** **2 Tree of Heaven is located at the Town of Cottage City** - Remove trees - Grind and roots - Haul branches and wood away **Client Acknowledgment** By signing below, the client acknowledges that they have reviewed and understood the scope of work described in this proposal. Any additional work requested beyond the agreed-upon scope, including but not limited to pruning, trimming, removals, or stump grinding, will result in additional charges. It is the client's responsibility to read the proposal in full and to contact Milton's Tree Care Services LLC with any questions or clarifications before work begins.	2	**$10,000.00**

Subtotal:	**$10,000.00**
Tax:	**$0.00**
Total:	**$10,000.00**

Signature **Date**

Proposal

Milton's Tree Care Services LLC
3700 Bethwood Ct
Upper Marlboro, MD 20772
(301) 675-8147

Tree Expert LC# 1812
Insured & Bonded

Monday, April 20, 2026

Job Name

Hoatson 20260420

Town of Cottage City
Mr. John Hoatson
3820 40th Ave
Brentwood, MD 20722
-Mobile:301-779-2161

Salesperson: Milton Munoz
Email: miltonstreecareservices@gmail.com
Phone: 3016758147
Worksite: 3820 40th Ave
Brentwood, MD 20722

#	Item	Description	Qty	Cost
2	Trees	**Tree Pruning** **2 Oak trees near the Cottage City office** - Remove dead branches for safety - Haul debris away Client Acknowledgment By signing below, the client acknowledges that they have reviewed and understood the scope of work described in this proposal. Any additional work requested beyond the agreed-upon scope, including but not limited to pruning, trimming, removals, or stump grinding, will result in additional charges. It is the client’s responsibility to read the proposal in full and to contact Milton’s Tree Care Services LLC with any questions or clarifications before work begins.	2	**$5,000.00**

Subtotal:	**$5,000.00**
Tax:	**$0.00**
Total:	**$5,000.00**

Signature **Date**

Luis Amaya Landscaping
4621 Timber Ln
Lanham, MD 20706

ESTIMATE

DATE: MARCH 31, 2026

LANDSCAPING
LUIS AMAYA
703-371-2755

Client:

4010 Cottage Terrace
Brentwood, MD 20722

DESCRIPTION	TOTAL
Cut down and remove large tree of heaven(rear right side by fence)	$2000

TOTAL DUE	$2000

If you have any questions concerning this estimate, contact Luis Amaya at 703-371-2755.

The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

MEMORANDUM

To: Cottage City Commission
From: John Hoatson
Date: May 1, 2026
Subject: Request for Approval – Town Manager Attendance at Maryland Municipal League Summer Conference

I am requesting approval for the Town Manager to attend the upcoming Maryland Municipal League (MML) Summer Conference. This conference provides valuable training, networking opportunities, and access to current best practices in municipal management that directly benefit the Town's operations and strategic initiatives.

At present, the General Government Staff Training Line Item (5175) has an actual expenditure of **$5,548.89**, which exceeds the originally budgeted amount of $**4,000.00**. This overage is primarily due to the Town Manager's attendance at the ICMA Conference in Tampa, Florida, in October.

Despite this budget overage, attendance at the MML Summer Conference remains important for maintaining professional development, staying informed on legislative updates, and engaging with other municipal leaders across the state.

Approval is requested to authorize the Town Manager's participation in this conference. If approved, staff will identify appropriate budget adjustments or cost-saving measures to accommodate the additional expense.

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MEMORANDUM

To: Cottage City Commission
From: John Hoatson, Town Manager
Date: May 5, 2026
Subject: BCCE Appointments – Two-Year Terms: Beginning May 13, 2026

This memorandum is to formally present the recommended appointments to the BCCE for two-year terms commencing on May 13, 2026.

The following individuals have submitted statements for consideration and approval. These have been emailed to each Commissioner for consideration.

- **Conor Grew**
- **Sierra Kim**
- **Ben Rockey-Harris**
- **Amy Sawyer**

Each nominee has demonstrated commitment to the Port Town Community Engagement and is well-positioned to contribute meaningfully to the responsibilities and objectives of the BCCE. Their respective terms will run for a period of two (2) years from the start date of May 13, 2026.

Your review and approval of these appointments are respectfully requested. Please advise if additional information is needed regarding any of the nominees.

Attachments: Emailed to each Commissioner

Respectfully submitted,

John Hoatson
Town Manager

Facility Use & Community Partnership Proposal

New Life Hope Ministries

Organization Overview

New Life Hope Ministries is a faith-based nonprofit organization committed to serving the community through spiritual care, emotional wellness support, and outreach initiatives. Our work focuses on healing, restoration, and strengthening individuals and families through both ministry and community engagement.

Purpose of Request

We are seeking to establish a monthly facility use partnership with the Town of Cottage City to host consistent worship services and community-centered programming.

Facility Use Details

- Service Start Time: 11:00 AM
- Duration: Approximately 2–3 hours (with flexibility for ministry flow)
- Frequency: Weekly services (under a monthly agreement)
- Setup/Breakdown: 1 hour before and after service

Rental Proposal

- Monthly Facility Use Fee: $600
- Covers recurring weekly use for worship services and gatherings

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Storage Request

- Designated secure storage space for:
  - Sound equipment
  - Ministry supplies
- Access aligned with scheduled service times

Operational Needs

- Access to electrical outlets for sound system
- Restroom access for attendees
- Basic setup and breakdown accommodations

Community Impact

New Life Hope Ministries actively provides:

- Emotional wellness and healing workshops
- Community outreach events (care packages, school supplies, support services)
- Faith-based support for individuals and families

Our goal is to be a consistent, positive presence within the Cottage City community.

Organizational Status

New Life Hope Ministries is a registered nonprofit organization.

EIN and 501(c)(3) documentation available upon request.

Contact Information

Pastor Rena C. Brinson

New Life Hope Ministries

Phone: (301) 447-5378

Email: pastorrenabrinson@newlifehopeministries.org

Website: www.newlifehopeministries.org

TOWN OF COTTAGE CITY
RESOLUTION 2026-14

A RESOLUTION ESTABLISHING A MANDATORY HIRING PROCEDURE FOR AUTHORIZED POSITIONS WITHIN THE TOWN OF COTTAGE CITY, MARYLAND, AMENDING SECTION V OF THE EMPLOYEE HANDBOOK/POLICY AND PROCEDURE MANUAL, AND SUPERSEDING ALL PRIOR RESOLUTIONS INCONSISTENT HEREWITH

Introduced by: Town of Cottage City Commission

WHEREAS, the Commission of the Town of Cottage City, Maryland is the governing body of the Town and, pursuant to the Town Charter, retains final authority over hiring decisions; and

WHEREAS, the Commission authorizes positions to be filled and desires to ensure transparency, consistency, and accountability in the hiring process; and

WHEREAS, the Commission finds it necessary to establish a standardized and mandatory procedure governing recruitment, evaluation, and selection of candidates; and

WHEREAS, it is necessary to reconcile and amend the existing provisions of the Employee Handbook/Policy and Procedure Manual (adopted by Resolution 2021-02) to incorporate this mandatory hiring procedure.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Town of Cottage City, Maryland as follows:

Section V. (Employment Practices), Subsection A. (Recruitment) of the Employee Handbook/Policy and Procedure Manual is hereby amended to read as follows (in accordance with the legend in the footer):

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A. RECRUITMENT

1. <u>APPLICANTS</u>. Individuals shall be recruited from a geographic area as wide as is necessary to obtain a qualified candidate. If a part-time position is upgraded to a full-time position, the part-time employee in that position will be given first consideration.

2. <u>RECRUITMENT</u>. [~~All open positions for employment will be advertised in a newspaper of general circulation, recruitment website or any internet site.~~]

CAPITALS	:	Indicate matter added to existing law or policy	Page 1 of 4
[~~Brackets~~**]**	:	Indicate matter deleted from existing law or policy	
Asterisks * * *	:	Indicate text is retained from existing law or policy but omitted herein.	

a) AUTHORIZATION TO RECRUIT AND INTERVIEW. THE TOWN MANAGER OR DEPARTMENT HEAD IS HEREBY AUTHORIZED AND DIRECTED TO ADVERTISE, RECEIVE APPLICATIONS, REVIEW RESUMES, AND CONDUCT INITIAL INTERVIEWS FOR ANY POSITION THAT HAS BEEN DULY AUTHORIZED BY THE COMMISSION.

b) MANDATORY CANDIDATE RECOMMENDATION. FOLLOWING THE REVIEW AND INTERVIEW PROCESS, THE TOWN MANAGER OR DEPARTMENT HEAD SHALL RECOMMEND NO FEWER THAN THREE (3) QUALIFIED CANDIDATES TO THE COMMISSION FOR CONSIDERATION. THIS REQUIREMENT SHALL BE MANDATORY AND MAY ONLY BE WAIVED BY AN AFFIRMATIVE VOTE OF A MAJORITY OF THE COMMISSION. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS SUBSECTION, THE CHIEF OF POLICE MAY RECOMMEND ONE OR MORE CANDIDATES AS A SWORN OFFICER FOR CONSIDERATION IN HIRING TO THE COMMISSION.

c) PROHIBITION ON UNILATERAL HIRING. THE TOWN MANAGER OR DEPARTMENT HEAD SHALL NOT EXTEND ANY OFFER OF EMPLOYMENT, WHETHER CONDITIONAL OR OTHERWISE, NOR MAKE ANY HIRING DECISION, UNLESS AND UNTIL A CANDIDATE HAS BEEN SELECTED BY A MAJORITY VOTE OF THE COMMISSION IN ACCORDANCE WITH THIS RESOLUTION.

d) COMMISSION INTERVIEWS AND SELECTION. THE COMMISSION SHALL CONDUCT INTERVIEWS OF THE RECOMMENDED CANDIDATES AND SHALL SELECT A CANDIDATE FOR HIRE. PURSUANT TO THE CHARTER REGARDING ACTIONS TAKEN BY THE COMMISSION, THE SELECTION OF A CANDIDATE SHALL REQUIRE THE AFFIRMATIVE VOTE OF A MAJORITY OF THE FULL COMMISSION, CONSISTING OF AT LEAST THREE (3) OF THE FIVE (5) COMMISSIONERS.

e) IMPLEMENTATION OF HIRING DECISION. UPON SELECTION OF A CANDIDATE BY THE COMMISSION, THE TOWN MANAGER OR DEPARTMENT HEAD SHALL:

   i. PROMPTLY NOTIFY THE SELECTED CANDIDATE OF THE COMMISSION'S DECISION; AND

ii. PROCEED WITH AND COMPLETE THE HIRING PROCESS STRICTLY IN ACCORDANCE WITH THE DIRECTION OF THE COMMISSION AND ALL APPLICABLE LAWS, POLICIES, AND PROCEDURES.

f) COMPLIANCE REQUIRED. THIS PROCEDURE SHALL BE FOLLOWED FOR ALL AUTHORIZED POSITIONS UNLESS THE COMMISSION EXPRESSLY DIRECTS OTHERWISE BY FORMAL ACTION. FAILURE TO ADHERE TO THIS RESOLUTION MAY BE CONSIDERED A VIOLATION OF ESTABLISHED POLICY AND SUBJECT TO REVIEW AND APPROPRIATE ACTION BY THE COMMISSION.

***

BE IT FURTHER RESOLVED that this Resolution supersedes any and all prior resolutions, policies, or practices of the Town of cottage City, Maryland that are inconsistent with the hiring procedures established herein, including the previous version of Section V.A. of the Employee Handbook.

INTRODUCED AND PASSED by the Cottage City Commission at a Meeting on June 12, 2024.

ATTEST:

____
John Hoatson, Town Manager

TOWN OF COTTAGE CITY, MARYLAND

____
Wanda Wheatley, Ward 3, Commissioner-Chair

____
Julia Salsich, Ward 1, Commissioner

____
Reney Henderson, Ward 2, Commissioner

____
Demetrius Givens, Ward 4, Commissioner

____
John Brooks, At-Large, Commissioner, Vice Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the _____ day of May 2026 with ____ Aye votes and _____ Nay votes, the aforesaid Resolution 2026-14 passed.

____
John Hoatson, Town Manager