



December Regular Town Hall Meeting Agenda

Wednesday, December 10, 2025 at 7:00 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted hybrid: Town Hall & Zoom Webinar:

<https://us02web.zoom.us/j/83876670011?pwd=rowkIAI8N0pOsbDgWPDW2HzvZOeoLQ.1>

Phone: 301-715-8592 | Meeting ID: 838 7667 0011 | Passcode: 532477

Call to Order and Roll Call

Pledge of Allegiance

Review of Agenda

Public Comments

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

Consent Agenda

1. Approval of Minutes (October & November)
2. Approval of Financials (November)
3. Public Safety Report (Verbal Report)
4. Public Works Report (Verbal Report)

Commissioner Reports

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

Old Business

10. Ordinance 2025-03: Street Sweeping (Commission Vote)
11. Resolution 2025-11: Budget Amendment (Commission Vote)
12. Resolution 2025-12: Budget Calendar FY2027 (Commission Vote)
13. Community Garden Petty Cash Discussion (Commission Discussion)
14. Axon Body Camera Quote (Commission Vote)
15. Additional Donation To End Time Harvest Ministries (Commission Vote)
16. Public Works Structure (Commission Discussion & Vote)

New Business

17. Motion To Suspend The Competitive Bidding Process (Commission Vote)

18. Kolb Electric Price Quote: Parking Lot Lights At Town Hall (Commission Vote)

Updates

19. Town Manager Update: Items Came In Since Agenda Created

Temp Police Clerk

Mr. Blue Proclamation

Peake Technology Partners Quote

Snow Angels Program

Town Truck Sale

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" & (7)____ "To consult with counsel to obtain legal advice"

The Commission proposes to go into a closed session to discuss the Cottage City Police Chief position. They will also be discussing potential litigation.

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.



October 2025 Regular Town Meeting Minutes

Wednesday, October 8, 2025, at 7:00 PM

Virtual and In-Person Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting was hosted on Zoom and at Cottage City Town Hall:

https://us02web.zoom.us/rec/share/S2O4TFWB5WXAagimZLIH2X_kGGmdb2fRInbe-2CdtcyEXImOzDD0g_g5xd_8Wa0q.xDWlWqICvyyDfz5P?startTime=1759964946000

Phone: 301-715-8592 | Meeting ID: 852 7787 5063 | Passcode: L@?f9P2A

Call to Order at 7:00 PM

Attendees

1. Ward 1 - Commissioner Salsich
2. Ward 2 - Commissioner Henderson
3. Ward 3 - Commissioner Wheatley
4. Ward 4 - Commissioner Givens
5. At-Large - Commissioner Brooks
6. John Hoatson - Town Manager
7. Todd Frankenfield, Alta CPA Group, Treasurer
8. Robin Barnhart, CPJ
9. Brandon Freeman, CPJ

Agenda

1. Call to Order and Recital of the Pledge of Allegiance (01:00)

Not heard owing to technical issues.

2. Review of Town Financial Report (11:30)

Financial reports look good for the first quarter of the fiscal year.

Commissioner Brooks proposed a motion for approval of the town financial report. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

3. Public Safety Report (13:00)

Acting Chief David Thompson presented the September monthly crime statistics. 70 calls for service, no major incidents.

Question from Commissioner Givens on the red-light camera revenue. Information will come later.

4. **Commissioner Reports (17:23)**

Ward 1 – Commissioner Salsich – Comment about CDC which will be addressed later.

Ward 2 – Commissioner Henderson – Question on vehicles that do not have Maryland license plates. Acting Chief Thompson will need to report back. Currently there is no fine for not having Maryland license plates on vehicles. Discussion on what can be done, and what enforcement options already exist.

Ward 3 – Commissioner Wheatley - Nothing to report

Ward 4 – Commissioner Givens - Nothing to report

At-Large – Commissioner Brooks - Nothing to report

5. **Ratify the Resignation of Police/Code-Compliance Officer (28:26)**

Commissioner Brooks proposed a motion to accept the resignation of Officer Aaron Perez, effective September 19, 2025. Commissioner Givens seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

6. **Emergency Ordinance 2025-02 (30:13)**

Emergency Ordinance Number 2025-02, an emergency ordinance of the Town of Cottage City amending Chapter 9, Traffic and Vehicles of the Code of the Town of Cottage City, amending Sections 9 through 15, speed monitoring system penalties, use and revenue. To change or establish certain speed camera fines to be based on a graduated scale, depending on the excessiveness of the speeding involved as permitted by statute, and generally relating to automated traffic enforcement systems and traffic and vehicles. This emergency ordinance right now establishes the fines that are going to be imposed.

The new proposed fee structure agreed to by the Commissioners is:

- 12 to 15 miles per hour over posted speed limit - \$40 fine
- 16 to 19 miles per hour over posted speed limit - \$70 fine
- 20 to 29 miles per hour over posted speed limit - \$100 fine
- 30 to 39 miles per hour over posted speed limit - \$200 fine
- 40 miles per hour over posted speed limit or more - \$300 fine

Commissioner Brooks proposed a motion to move forward with Emergency Motion 2025-02. Commissioner Givens seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

7. **Resolution 2025-09 (32:49)**

Resolution 2025-09 is a resolution of the Commissioners of Cottage City, Maryland, approving the timeline, eligibility, application requirements, and selection process for the annual Cottage City Scholarship. The timeline indicates that the scholarship application form would be available in the beginning of May of each year and shall be submitted no later than June 30 of each year. Scholarship recipient shall be decided upon at the July Town Meeting.

Applicants must have resided in Cottage City for at least a year and have graduated from high school and must be planning on continuing their education. All applicants must submit a

completed application form along with the following documents: transcripts of Scholastic Record; one letter of recommendation from a teacher, coach, employer, or community leader addressing the applicant's character, academic potential, and civic interest; proof of residency, utility bill or driver's license; and proof of high school completion, unless indicated on the transcript. They must also write a 300-to-500-word essay responding to the following prompt. Why is municipal government important, and how has my experience in Cottage City influenced this interest?

The Commissioners will then review the complete applications and rank the applicants. Once ranked, the Commission will award 75% of available award funding to the first place, 15% to second place, and 10% to third place. Commissioners also have the option to not award funding and roll it over to the next year's scholarship fund.

Commissioner Brooks proposed a motion to move forward with Resolution 2025-09. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

Commissioner Givens endorsed giving an additional award to last year's second and third place winners and there was unanimous consent.

8. 43rd Street Construction Update (54:19)

Robin Barnhart and Brandon Freeman of CPJ presented on the 43rd Avenue project, the final phase of the overall drainage work CPJ have done. Slope in alley needs either rip rap stone or vegetation to prevent runoff. Riprap is approximately \$20,000 and a new proposal needs to come from CPJ on how much the vegetation would cost.

There may be some CDBG funding remaining that can be used to drain the end of Bunker Hill Road where water backs up. It was proposed that if the cost of that project comes in at less than the remaining amount in the CDBG grant that the Town Manager be authorized to spend it on the Bunker Hill Road mitigation.

Commissioner Brooks proposed a motion rejecting the ADA ramp addendum, modifying the riprap stone proposal to vegetation, and authorizing the Town Manager to move forward with potential Bunker Hill mitigation if it comes in under budget. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.

9. New Business Order 2025-03 (1:39:35)

New ordinance 2025-03 regarding sweet sweeping protocol and enforcement procedures to notify residents streets are being swept and be able to enforce car movement as needed. Frequency is about once a month except during leaf season which will be approximately once a week. Some discussion about the parking fee structure. Vote to be held in November.

10. Public Works (1:52:21)

Public Works assessment of the town is forthcoming. See-Click-Fix app is forthcoming, should be available within the month. Kudos to Jorge for doing a great job.

11. Resolution 2025-10 (1:55:57)

Town of Cottage City Resolution 2025-10, a resolution of the Cottage City Commission amending the Town of Cottage City Employee Handbook Policy and Procedures Manual to change the timing of pay for employees serving in an acting capacity. This will be incorporated into the employee handbook which should be ready by the end of 2025. Discussion continued about the amount of time that it should take to give someone in an acting role the full pay of the role they're acting in and how much that increase would be.

Commissioner Brooks proposed a motion for approval of Resolution 2025-10 and changing the time for increased pay to start from 30 days to 45 days, and noting that increased pay should be 50% of the difference between their current salary and the person previously in the role's salary. Commissioner Givens seconded the motion. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

12. Leaf Proposal from American Landscaping (2:24:43)

American Landscaping put forth two proposals for leaf removal and snow removal. Leaf removal to be \$4768 per visit and three visits for the season. Snow removal for 2025-26 winter season would be \$2152. If accumulation exceeds 5 inches then additional fees may apply. These prices are the same as last winter.

Current leaf machine has impeller damage and to fix it would cost \$1,985.

Commissioner Givens proposed a motion to purchase new impeller from ODB for \$1,985. Commissioner Henderson seconded the motion. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

13. Snowplow/salt spreader pickup truck (2:39:00)

Commissioner Givens proposed a motion to sell the gray 2004 snowplow/salt spreader pickup truck for no less than \$3,500. Commissioner Brooks seconded the motion. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

14. Salt Spreader (2:45:00)

Commissioner Givens proposed a motion to purchase a Salt Dogg salt spreader for the price of \$5,391. Commissioner Brooks seconded the motion. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

15. Police Vehicle 127 (2:53:00)

Police vehicle 127 is at Prince George's County Fleet and needs \$4,325.77 in repairs. Suggested that the car be taken to a local mechanic to compare prices.

16. Code Compliance Officer vs Public Works person (2:58:33)

Suggestion to hire part-time Public Works person to help seasonally and tabling a code compliance officer. Code compliance officer would be seasonal during the summer.

Commissioner Givens proposed a motion to hire a seasonal worker for four months for 25 hours a week at a pay rate of \$18-22/hour. Commissioner Brooks seconded. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

17. Police Chief review panel (3:10:18)

Need two town residents for the review panel.

Commissioner Brooks proposed a motion to include Tom Campos and Shonda Gililand as the mains, with Keisha Barrett as an alternate, and including a person from Legit Insurance to help advise. Commissioner Givens seconded. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

18. ICMA Conference (3:15:22)

Discussion as to whether or not to send the Town Manager to the ICMA Conference. It was decided that yes, he should go.

19. Logo Design for CDC (3:18:27)

Discussion on logo design proposed by Colmar Manor for the Port Towns Community Development Commission. Commission prefers the one with sails (#40).

20. Appointment to BCCE Port Towns Board (3:21:24)

Discussion as to what resident should serve on the BCCE Port Towns board.

Commissioner Salsich proposed that Karina Young should serve on the BCCE Port Towns Board. Commissioner Brooks seconded. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

21. Thanksgiving Share Food (3:23:26)

Discussion as to what should be purchased for the November Share Food program giveaway. The final decision was to get 20 extra Thanksgiving dinners on top of the standard 50 value packages.

22. Legislative Survey (3:34:51)

Legislative survey is due October 12. Progress has stalled on the pedestrian bridge on Bladensburg Road; it is still in the design phase and construction is not yet funded. Commission needs to decide on legislative priorities for the upcoming year. Suggestions include the bridge, having two conductors on the trains, changing the law so that stop sign cameras can be installed more than a mile from a school.

23. Fall Conference (3:43:33)

Should office manager go? Decision was made to close town hall for training.

Commissioner Salsich proposed that Karina Young should serve on the BCCE Port Towns Board. Commissioner Brooks seconded. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

24. Public Comments (3:48:32)

Amy Sawyer read a letter into the record expressing frustration with the lack of transparency from the Commission regarding personnel issues and with the lack of outreach to the Spanish-speaking community. She also commented that it was difficult to log into meetings.

The Commission responded that the accusations were unfounded.

25. Move to a Closed Session (4:01:25)

Closed session proposed to be able to discuss personnel matters under Article 3-305B, 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, to consult with attorney to obtain legal advice, and with staff or consultants or other individuals about pending or potential litigation.

The motion to move to a closed session was made at 11:11 PM by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-aye, Henderson-aye, Wheatley-aye, Givens-aye, Brooks-aye. Motion passes without nays or abstentions.

26. Report from Closed Session (4:26:57)

Commission did discuss personnel matter involving hiring one part-time employee, Esteban Hernandez for \$27/hour for 30 hours/week. The Commission also discussed litigation with a contractor who has not fulfilled their obligation to the town.

27. Adjournment (4:28:40)

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The motion to adjourn was made at 11:37 PM by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, and Brooks-Aye. Motion passes without nays or abstentions.



November 2025 Work Session Minutes

Tuesday, November 4, 2025, at 6:30 PM

Virtual Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting was hosted on Zoom:

<https://us02web.zoom.us/rec/share/CTHlvfe5n4mTIZQZ5IUGk2bRNLyClpniC0Y63LU3ebwFdWZZTmmTLW3Ldk5wV5Vg.xmJbYBvxh743J5BO?startTime=1762298853000>

Phone: 301-715-8592 | Meeting ID: 896 3829 4683 | Passcode: ^6=*G*?+

Call to Order at 6:30 PM

Attendees

1. Ward 1 - Commissioner Salsich
2. Ward 2 - Commissioner Henderson
3. Ward 3 - Commissioner Wheatley
4. At-Large - Commissioner Brooks
5. John Hoatson - Town Manager
6. Kevin Best – Town Attorney
7. Shadi Ayyoubi – Vice President, Divaris Real Estate

Agenda

1. Call to Order (4:12)

All Commissioners except for Ward 4 Commissioner Givens are present and accounted for.

2. Public Comments (5:28)

None. Public Comments have been moved to the beginning of the meeting so that the public will have the chance to comment before votes are taken.

3. Property on Corner of 38th and Bladensburg (8:20)

Shadi Ayyoubi of Divaris Real Estate, the landlord's broker, came to discuss the property on the corner of 38th Avenue and Bladensburg Road. Zoning is now NAC which does not allow for a drive-through, which would keep companies like Starbucks and Dunkin' Donuts away. The proposal for a convenience store was previously met with resistance.

The convenience store proposal was very similar to convenience stores in Colmar Manor. The hope was to have more of a mini-grocery store. The only proposal is a convenience store. The

property will otherwise sit vacant. Any other type of business would require a significant investment.

Local businesses have also been contacted but so far there has been no traction. The land does need to be leased. The current landlord is not interested in selling.

4. Community Garden Petty Cash (35:05)

Community Garden makes a fair amount of money through sales of flowers and honey, etc. Commission should find a way to oversee the income as that money is made through the investment of Town money. Currently the Community Garden Treasurer does not coordinate with the Town to manage petty cash. Several Commissioners suggested a debit card. Town Treasurer will suggest options at the next meeting.

5. Ordinance 2025-03, Street Sweeping (49:21)

Ordinance 2025-03, street sweeping, an ordinance Establishing a street sweeping protocol and enforcement procedure introduced by the Cottage City Commission. This will be voted on in November 12 Town Meeting.

Discussion included a strong preference for the posting of permanent signs rather than movable, erasable ones. Fee structure would be a warning for the first offense, a \$40 fine for the second, and \$75 for the third, and \$100 for the fourth. A provision should be added in case someone is unable to move their car.

Further discussion as to whether the cleaning would follow a set schedule or be on an as-needed basis.

6. Financial Assistance for Cottage City Residents Impacted by Furlough and Shutdown (1:00:42)

Cottage City provides ARPA and Food Share programs, but perhaps there could be a food drive or distribution of food cards. Discussion of how much should be given per family and where the money would come from. Some idea of having ARPA funds pay for food as the grocery store receipt is a bill. Another suggestion was to bundle food drives and funds and show residents what resources are available. Decision was made to promote existing resources before creating a new one.

7. Donations for End Time Harvest Ministries and Brentwood Volunteer Fire Department (1:30:23)

Cottage City has budgeted \$2,000 for End Time Harvest Ministries and \$1,000 for the Brentwood Volunteer Fire Department. Does the Commission want to add more to help with shortfalls from the County? Brentwood VFD is looking for upwards of \$10,000. End Time is looking for any amount. Commissioners want the Town Treasurer to report on funds available, and possibly restructure the budget factoring in red-light camera income.

Commission agreed to give \$1,000 to Brentwood VFD.

8. Sunrise Solutions Agreement Renewal (1:30:23)

Sunrise Solutions manages the Town Hall phones. They bill \$335.21 per quarter. Vote to come on Wednesday.

9. CivicPlus Statement of Work (1:45:08)

CivicPlus has proposed moving the Town website from a Drupal platform to one that can be more easily edited by Town Hall staff. Cost is a down payment of \$2,500 and then the rest is to be determined. Commission agreed to move forward with this.

10. Municipal Government Works Month (1:49:26)

Proclamation will be made at Regular Town Hall meeting on Wednesday.

11. Ruby Bridges Walk to School Day (1:50:13)

Proclamation will be made at Regular Town Hall meeting on Wednesday. There will be a walk to Mt. Rainier Elementary School to commemorate on November 14.

12. Town Manager Updates (1:51:35)

Composting will be discussed at the next meeting.

43rd Avenue project is almost complete with the trench drain installed; further painting needs to be done and perhaps planting of grass to help with erosion. Green Works may also plant trees. \$21,000 remains of the allocated funds and that is planned to help alleviate the pooling water at the end of Bunker Hill.

Police review panel met on October 30, Kenny Rhodes, Acting Chief Thompson, Chief Stone of Colmar Manor, residents Shonda Gilliland, Tom Campos, and Keisha Barrett. They narrowed the applications down from 48 resumes to five strong candidates and five alternates. First round of interviews is being set up, and questions have been sent to applicants. Three top candidates will ultimately be recommended to the Commission for its selection. Goal is to have the new chief in place by January 2, 2026.

Town Manager recently attended the International City-County Management Association conference. One of the classes he took was Public Engagement for Solving Stubborn City Problems, with the outcome being that data sharing among municipalities is very important. The Love Your Enemies open session showed ways to work with people you might personally disagree with. Reimagining Retention's main message was that happy municipal employees translate to happy residents. There was a general session on Personal Power and Presence, which suggested bringing bold ideas to help solve challenges. Designing Effective Orientation and Onboarding for Newly Elected and Appointed Officials suggested finding better ways to help new officials come up to speed. When Things Got Nasty – How One City Overcame Serious Turmoil was a story shared from a Southern town. Collaborative Fire Protection Service Delivery for the WIN focused on fire safety partnerships. Building a Better Government from Within – Workforce Excellence and Resident Satisfaction with Local Government also focused on retention.

Town Manager and Commissioners also attended the Maryland Municipal League Fall Conference in Wisp Lodge and took classes on budgeting and discussing the current climate of municipalities. Other classes included Basics of Risk Management, Charter Checkup, and Workforce Solutions for Stronger Communities. The class on Conducting Effective Meetings is why public comment is now at the top of the agenda and comments have a three-minute timer.

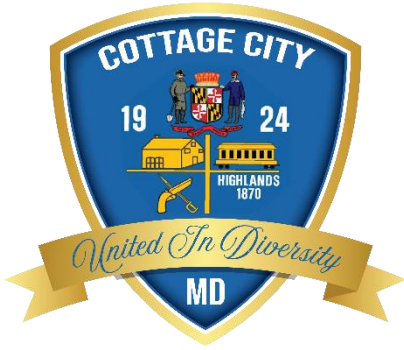
Port Towns Community Development Corporation has been renamed to Bladensburg, Colmar Manor, Cottage City, and Edmonton Community Development Corporation (BCCE).

Commission Chair Wheatley and resident Karina Young are on the Board. First meeting is scheduled for November 19.

13. Adjournment (2:11:01)

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The motion to adjourn was made at 8:38 PM by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.



November 2025 Regular Town Meeting Minutes

Tuesday, November 12, 2025, at 7:00 PM

Virtual Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting was hosted on Zoom:

<https://us02web.zoom.us/rec/share/tmmBKAgYAe2QpDUGK4etarLAW6OHIUvc2uQNRXzqJOZTJCOL8aaZCi2ijmHO3l1Y.bfw4NVFzlfOQdQna?startTime=1762991795000>

Phone: 301-715-8592 | Meeting ID: 896 3829 4683 | Passcode: =8.38W1X

Call to Order at 7:00 PM

Attendees

1. Ward 1 - Commissioner Salsich
2. Ward 2 - Commissioner Henderson
3. Ward 3 - Commissioner Wheatley
4. At-Large - Commissioner Brooks
5. John Hoatson - Town Manager
6. Kevin Best – Town Attorney
7. Stephanie DeLorenzo – Indivisible Rte 1 Corridor
8. David Jamison – ALTA
9. Brandon Pecararo - resident

Agenda

1. Call to Order (5:33)

All Commissioners except for Ward 4 Commissioner Givens are present and accounted for.

2. Public Comments (6:13)

None.

3. Consent Agenda (7:15)

Approval of Minutes for Tuesday, September 2 meeting, September 10 regular town meeting, and special meeting on September 16.

Commissioner Wheatley proposed a motion for approval of the September meeting minutes. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

Regarding the budget, less money is coming in from speed and red-light cameras than was initially forecast.

Commissioner Wheatley proposed a motion for approval of the July through October financial report. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

4. Commissioner Reports (16:39)

Ward 1 – No report.

Ward 2 – Commissioner Henderson would like to be notified of times when Town Hall is being rented. Dogs are still running loose in the block. Mr. Bill Kopecki is having flooding in his back yard, which is being looked into.

Ward 3 – Senior dinner is this Saturday, catered by Miss Angie. Ruby Bridges walk is Friday. Prince George's Gateway Development Authority meeting just happened in North Brentwood and the comprehensive plan is available on their website. Employee Appreciation event is proposed for December.

At-Large – Commissioner Brooks confirmed movie nights for December 5 and 13, *Home Alone* and *Home Alone 2*.

5. Old Business – Ordinance for Street Sweeping (24:23)

Cottage City Ordinance 2025-03 establishing a street sweeping protocol and enforcement procedure. Residents can receive exemptions from the Town Manager by contacting Town Hall.

Brandon Pecararo flagged inconsistent language. Passage of Ordinance was tabled until public comments came through.

6. Town Hall Telephone Maintenance (32:29)

Commissioner Henderson proposed a motion to move forward with Sunrise Solution's Protection and Agreement Renewal of Town Hall's telephones for \$335.21 per quarter. Commissioner Brooks seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

7. Town Website Platform (34:53)

Commissioner Wheatley proposed a motion to move forward with Civic Plus's proposal to update the Town website for easier navigation in the amount of \$7,186.

Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

8. Proclamation for Municipal Government Works Month (37:12)

Whereas the State of Maryland is home to 157 municipalities, each providing essential services that enhance the quality of life for residents and strengthen our local communities, and whereas municipal governments are the level of government closer to the people, delivering vital services such as public safety, infrastructure, maintenance, parks and recreation, water and wastewater management, and community development. And whereas the Maryland Municipal League, representing all 157 incorporated municipalities and two special taxing districts, works to promote effective and responsible local government through

advocacy, education, and collaboration, and whereas the MML Annual Municipal Government Works campaign celebrates the hard work, innovation, and dedication of Maryland's municipal officials and employees who make our towns and cities better places to live, work, and play. And whereas, during the month of November, municipalities across Maryland join together to highlight the valuable services they provide and to increase public awareness of the importance of municipal government in our everyday lives. Now, therefore, the Town of Cottage City Commission hereby proclaims November 2025 as Municipal Government Works Month in Cottage City, Maryland, and I encourage all residents to learn more about their municipal government and to recognize the dedicated service of local officials and employees across Maryland. In witness whereof, I have hereunto set my hand and caused the seal of the Town of Cottage City to be affixed this 12th day of November, 2025.

Commissioner Henderson proposed a motion to proclaim November 2025 as Municipal Government Works Month in Cottage City. Commissioner Wheatley seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

9. Proclamation for Ruby Bridges Walk to School Day (39:10)

Whereas on November 14, 1960, 6-year-old Ruby Bridges courageously became the first Black student to integrate an all-white elementary school in the South, attending William France Elementary School in New Orleans, Louisiana. And whereas Ruby Bridges, bravely, in the face of adversity, became a defining moment in the American Civil Rights Movement and inspired generations to continue the pursuit of equality and justice for all. And whereas the Town of Cottage City recognizes the importance of teaching our children about the power of courage, kindness, and perseverance in overcoming injustice. And whereas the Ruby Bridges Foundation continues to promote the values of respect, inclusion, and community engagement that reflect the principles upon which our town is built. And whereas students, families, educators, and community members across the nation participate in Ruby Bridge's Walk to School Day to honor Ruby's legacy and reaffirm our shared commitment to diversity, unity, and equality, equal opportunity in education. Now, therefore, be it proclaimed that the Cottage City Commission of the Town of Cottage City hereby proclaim November 14, 2025, as Ruby Bridges Walk to School Day in Cottage City and encourages all residents to participate in the observance by joining together in the spirit of unity, respect, and hope for a more equitable future. In witness here whereof, I hereunto set my hand and caused the seal of the Town of Cottage City to be affixed this 12th day of November, 2025.

The Ruby Bridges Walk will take place on Friday at 7 AM at 34th and Otis in Mt. Rainier. Special guests can also greet walkers at the school between 7:15 and 7:30 AM and hand out stickers. Group photo will be taken between 7:40 and 7:50 AM. Class readings will begin at 8 AM.

Commissioner Henderson proposed a motion to proclaim November 14, 2025, as Ruby Bridges Walk to School Day for the Town of Cottage City. Commissioner Wheatley seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

10. Old Business – Ordinance for Street Sweeping, Part 2 (47:15)

Public comments having come in, comments have raised concerns about the inconsistency of language in the ordinance and a few typos. Suggestions were made about signage to have a specific schedule.

Passage of ordinance was tabled for further corrections and increased clarity.

11. New Business – Accepting Resignation of Private First Class of Cottage City Police Department (51:09)

Private First Class tendered their resignation effective on November 24. Commission thanks them for their service and wishes them the best in future endeavors.

Commissioner Wheatley proposed a motion to accept the resignation of the Private First Class, effective November 24, 2025. Commissioner Salsich seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

12. New Business – Police Shortage (53:13)

Police Department is being rebuilt. The goal is to have the new Chief in place on January 5. Acting Chief Thompson is doing very well. Colmar Manor is assisting with patrolling. Prince George's County helps when the Cottage City Police Department is closed. Town Manager and Acting Chief will maintain close contact with the community in case of any issues.

It may be a good idea to get quotes on a part-time security firm for evening/late hours as there is essentially only one police officer on staff right now. Town Manager agreed to coordinate with the Acting Chief to get quotes.

13. New Business – Composting Extension (1:03:31)

Current contract ends in November. It would cost \$391.30 per month to extend it to the 14 houses currently using it.

Commissioner Wheatley proposed a motion to continue the composting program for \$27.95 per month per home, which totals to \$4,695.60 per year. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

14. Town of Cottage City Retreat (1:08:24)

A retreat for Town staff and Commission in January for defining roles and responsibilities, strategic planning, setting goals, and team building. Cost would be \$2,500.

Commissioner Henderson proposed a motion to go forward with a retreat for the Town staff and Commissioners for \$2,500. Commissioner Wheatley seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

15. Prince George's County Municipal Association Legislative Holiday Celebration (1:12:34)

Takes place on Thursday Dec 11 at 6 PM at Prince George's Ballroom in Landover. Individual tickets are \$40. A group of 5 is \$180. Ward 2 and 3 Commissioners can attend. Ward 1 and At-Large Commissioners cannot. Was suggested to buy 5 tickets.

Commissioner Henderson proposed a motion to move forward with buying five PGCMA Legislative Holiday Celebration tickets for \$180. Commissioner Wheatley seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

16. Rte 1 Corridor Indivisible (1:15:35)

R1C covers communities from Mt Rainier to Beltsville. It is partnering with PG Immigrants' Rights Collective and Food Justice DMV to set up a food and hygiene donation drop-off site. Could also partner with the Seventh Day Adventist Church and the Pentecostal Church to set up donation sites as they have the space.

Town Manager will reach out to local churches and circle back with R1C.

17. Donation for Brentwood Volunteer Fire Department (1:22:55)

\$1,000 already discussed. There are spaces in the budget where money could be pulled from, either from English classes or legal fees.

Commissioner Henderson proposed a motion to move money from the English classes budget to donate \$1,000 to the Brentwood VFC. Commissioner Wheatley seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

18. Community Garden Petty Cash (1:26:12)

Might be better to set up a separate bank account for them. Discussion tabled until next session.

19. Financial Assistance for Residents Affected by Government Shutdown (1:27:27)

Need to review budget. Discussion tabled until next session. Residents can always request ARPA Assistance from Town Hall. Food Share list is almost full.

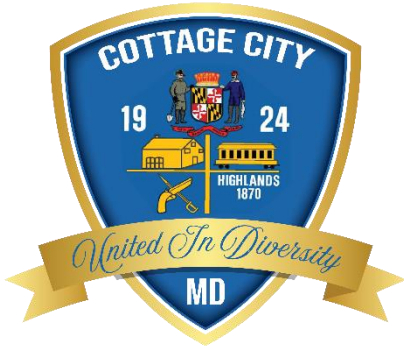
20. Town Manager Updates (1:31:39)

43rd Avenue project is almost complete. Police review panel is set for Thursday, November 13. Goal is to have new Chief in place by January 5, 2026.

21. Adjournment (1:37:01)

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

The motion to adjourn was made at 8:33 PM by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.



Special Town Meeting Minutes

Tuesday, November 25, 2025, at 6:30 PM

Virtual Only Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting was hosted on Zoom:

https://us02web.zoom.us/rec/share/QEFwRgivQKB4KAwd3Dm7wFFmb_tROyrDy-W-yw_oRqDIXabIS996MM1GoWLOc8wl.wKd20JT0uhInSXbU?startTime=1764113381000

Phone: 301-715-8592 | Meeting ID: 845 3732 2307 | Passcode: Z0q?M&!K

Call to Order and Roll Call at 6:30 PM

Attendees

1. Ward 2 - Commissioner Henderson
2. Ward 3 - Commissioner Wheatley
3. Ward 4 - Commissioner Givens
4. At-Large - Commissioner Brooks
5. John Hoatson - Town Manager
6. Kevin J. Best - Town Attorney
- 7.

Agenda

1. Public Comment (1:58)

None.

2. Motion to Suspend Rules (2:47)

The motion to suspend the rules to vote in the special meeting was made by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.

3. Resignation of Public Works Employee (3:40)

The motion to accept the resignation of Seasonal Public Works Employee James Conyers was made by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.

4. **Proposal to Replace Public Works Employee (6:45)**

Proposal is to replace the part-time seasonal employee with a full-time seasonal employee for four months and then determine if that person should be kept on permanently if there is sufficient funding. If the Commission determines that funding is available and it is possible to extend that position, they could re-hire the first employee or make the position available for other applicants.

Broader question of what the vision is for the Public Works Department. Should there be reliance on local staff or are contracted services the way to go? A salt spreader was purchased but the Town SOP indicates it can rely on contracted services if needed.

Town Manager has ideas that will be presented at the Town retreat in January. He will present figures to help make an informed decision.

Suggestion was to hire a seasonal employee for two or three months to give the Commission time to explore and determine what the best course of action would be for moving forward.

Determination was made to table the discussion until the December 2 Work Meeting.

5. **Move to a Closed Session (52:11)**

Closed session proposed to be able to discuss personnel matters under Article 3-305(b), 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, to consult with attorney to obtain legal advice, and with staff or consultants or other individuals about pending or potential litigation.

The motion to move to a closed session was made at 7:23 PM by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

6. **Adjournment**

The motion to adjourn was made by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

Town of Cottage City

Item # 2.

Balance Sheet

As of November 30, 2025

	TOTAL	
	AS OF NOV 30, 2025	AS OF NOV 30, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	303,188.71	548,903.96
1010 Savings - Capital One	5,195.77	5,189.84
1014 US Bank x5954	12,575.00	12,800.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	762,238.64	729,833.28
1060 Truist MM x4603	101,962.99	101,952.77
1061 Truist Operating Checking x1118	583,748.95	359,148.81
1062 Truist Public Fund Checking x6369	73.46	238.46
1065 Capital One CD	99,302.97	98,967.97
1071 Bill.com Money In Clearing	7,263.81	
1072 Bill.com Money Out Clearing	-205.98	1,295.67
Total Bank Accounts	\$1,875,810.35	\$1,858,796.79
Accounts Receivable	\$148,772.94	\$103,509.30
Other Current Assets	\$88,025.00	\$55,667.00
Total Current Assets	\$2,112,608.29	\$2,017,973.09
TOTAL ASSETS	\$2,112,608.29	\$2,017,973.09
LIABILITIES AND EQUITY	\$2,112,608.29	\$2,017,973.09

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential	341,644.80	466,257.00
4006 Real Estate Taxes - Commercial	271,617.51	402,087.00
4015 Personal Property Taxes	53,077.04	40,000.00
4025 Income Tax	50,976.86	105,000.00
4030 Highway User Tax	13,640.50	54,311.00
4035 Fines & Forfeitures	4,336.11	8,000.00
4040 Speed Camera Fines	188,766.84	300,000.00
4041 Speed Camera Fees	156,545.07	
4042 Red Light Camera Fines	103,439.29	50,000.00
4043 Red Light Camera Fees	55,046.25	
4055 Franchise Fees (Cable TV)	4,112.58	18,000.00
4065 Licenses - Town	5,140.31	7,000.00
4085 Police Aid	7,564.70	26,550.00
4095 Interest Income	10,827.54	25,000.00
4102 Town Hall Rental	-400.00	1,800.00
4107.1 Donations	3,572.55	3,000.00
Total 4000 Operating Revenue	1,269,907.95	1,507,005.00
4106.5 Grant Revenue		
41040 Bond Bill		500,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00
4114 First Responder Camp/Community	0.00	
4120 CDBG Grant - Infrastructure		400,815.00
4130 Cable - PEG - Broadcast Equip.		10,570.00
4141 MD DHCH - NED Grant		185,000.00
4144 Fed-Stormwater		670,000.00
Total 4106.5 Grant Revenue	0.00	1,911,385.00
4201 Appropriated from Fund Balance		1,582,200.00
4202 Appropriated from Fund Balance ARPA		128,345.00
Total Income	\$1,269,907.95	\$5,128,935.00
GROSS PROFIT	\$1,269,907.95	\$5,128,935.00
Expenses		
5000 General Government		
5005 Salaries	81,083.56	165,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	14,580.00	35,000.00
Total 5005 Salaries	95,663.56	202,500.00
5015 Payroll Taxes	7,375.13	16,200.00
5020 Life Insurance		0.00
5025 Health Insurance	3,738.02	14,000.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL	
	ACTUAL	BUDGET
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	10,546.95	1,700.00
5037 Unemployment Benefits	23,781.91	
5040 Audit Fee	6,931.25	14,500.00
5045 Bus Service		0.00
5065 Community Enhancement		
5065.10 Newsletter	2,373.38	1,000.00
5065.2 Port Towns CDC		15,000.00
5065.3 End Time Harvest Ministries	2,000.00	2,000.00
5065.4 Cottage City Scholarship		2,500.00
5065.5 Anacostia Watershed Donation		1,000.00
5065.6 Contribution to ATHA		1,000.00
5065.7 Fire Dept. Donation	1,000.00	1,000.00
5065.71 Green Team	77.22	1,200.00
5065.73 Food Pantry		5,000.00
5065.9 Summer Camp		900.00
Total 5065 Community Enhancement	5,450.60	30,600.00
5070 Community Garden	1,221.67	3,500.00
5071 Community Garden - 24 ARPA		11,448.00
5085 Contractual Services (Accounting Fees)	16,745.00	44,000.00
5086 Cell Phone		1,500.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses		1,200.00
5100 Insurance - Gen. & Public Offic	2,964.00	4,000.00
5107 IT Support	9,631.61	17,000.00
5115 Legal Fees	19,961.48	40,000.00
5120 Miscellaneous	1,088.00	2,000.00
5125 Membership Dues	3,954.00	4,000.00
5130 Commissioner Municipal Convention & Conf.	3,665.79	14,700.00
5135 Office Expense	24,346.22	31,000.00
5140 Printing & Legal Ads		1,000.00
5150 Special Events		
5150.11 Adult Mixer		500.00
5150.12 English Classes	1,000.00	2,000.00
5150.13 Black History Month		800.00
5150.14 Hispanic Heritage Month		800.00
5150.16 Native American Heritage Event		600.00
5150.18 Port Towns Legislative Dinner		300.00
5150.2 Easter Egg Hunt		800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00
5150.22 Juneteenth		300.00
5150.23 Events Signage		4,000.00
5150.24 Holiday Giveaways		3,000.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL	
	ACTUAL	BUDGET
5150.3 Cottage City Day	10,789.67	5,000.00
5150.4 Halloween	1,343.17	750.00
5150.5 Breakfast with Santa		1,400.00
5150.7 Refreshments	6,778.81	1,000.00
5150.8 Senior Harvest Dinner	500.00	500.00
Total 5150 Special Events	20,411.65	21,850.00
5160 Town Communications	125.32	8,000.00
5165 Town Hall Maintenance & Repairs	10,051.80	12,000.00
5170 Town Hall Utilities	15,433.04	34,420.00
5175 Staff Training	4,319.20	4,000.00
5196 Website Hosting	12,730.30	5,200.00
Total 5000 General Government	301,131.50	549,318.00
5200 Public Works		
5205 Salaries	24,468.89	54,080.00
5210 Payroll Taxes	1,871.87	4,326.00
5211 Health Insurance	70.98	
5215 Workers Comp Ins.	18,148.95	
5230 Equipment Maint & Operating Exp	21,142.90	25,000.00
5232 Gasoline	3,040.08	8,000.00
5235 Highway Lighting		24,000.00
5241 Cell Phone	1,995.07	
5260 Roadway/Sidewalk Const. Maint. & Supplies	1,373.12	7,500.00
5271 Maintenance	7,102.09	35,000.00
5272 Tree Maintenance		10,000.00
5285 Vehicle Insurance		3,500.00
5305 Dumping Fees	13.25	2,400.00
5315 Mosquito Control		2,300.00
5320 Waste Collection & Disposal	56,767.11	121,643.00
Total 5200 Public Works	135,994.31	297,749.00
5400 Police Department		
5405 Salaries	128,758.60	380,783.00
5406 Overtime		10,000.00
Total 5405 Salaries	128,758.60	390,783.00
5415 Payroll Taxes	7,927.06	23,447.00
5425 Health Insurance	21,549.55	53,817.00
5430 Retirement		17,500.00
5435 Workers Comp Ins.	20,105.10	30,000.00
5440 Applicant Screening & Shots		1,000.00
5445 Auto Insurance	29,424.00	25,000.00
5485 National Night Out	112.00	1,000.00
5490 Office Expense & Operating Cost	3,777.33	12,000.00
5495 Police Liability Insurance	10,746.00	12,500.00
5500 Police Supplies	250.00	2,000.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL	
	ACTUAL	BUDGET
5505 Training	639.00	6,000.00
5506 Training - Police Chief	350.00	6,000.00
5515 Uniforms & Accessories	1,010.42	8,000.00
5520 Vehicle Operation & Maintenance	6,301.59	10,000.00
5525 Gasoline - PD	1,970.08	18,000.00
5534 Police Community Outreach	2,233.52	8,000.00
5537 Lexipol Law Enforcement		5,000.00
5538 Police Explorer Program		5,000.00
5539 SilverTrac		11,000.00
5540 Axion Tasers	3,689.14	4,000.00
5541 In Car Camera Upgrades	1,465.92	2,700.00
5542 Lefta System		3,000.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program Fees	55,046.25	
5600 Speed Camera		
5600.1 Salaries		107,000.00
5600.2 Benefits		26,400.00
5600.3 Other Costs		35,200.00
5600.4 Vehicles		12,100.00
5600.5 Speed Camera Vendor Fees	79,443.76	
Total 5600 Speed Camera	79,443.76	180,700.00
Total 5400 Police Department	374,799.32	655,747.00
6000 Grant Expenditures		
6002 MD DHCD - NED Grant		185,000.00
6010 CDBG Grant - Infrastructure	197,537.36	400,815.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6018 Community Engagement and Outreach Initiative	290.57	
6021 Cable - PEG - Broadcast Equip	2,925.00	10,570.00
6044 Fed-Stormwater		670,000.00
6052 Bond Bill Expenses Firehouse		500,000.00
6054 ARPA Grant Expense		
6054.1 Family Relief Program	13,278.03	5,395.00
6054.13 ARPA Resident Tree Program		20,000.00
6054.15 ARPA Food Bank	8,193.57	10,000.00
6054.7 Grant Writer Salary	28,898.07	68,700.00
6054.8 Grant Writer Fringe	727.75	24,250.00
Total 6054 ARPA Grant Expense	51,097.42	128,345.00
Total 6000 Grant Expenditures	251,850.35	2,084,730.00
6500 Capital Outlays		
6501 General Government Capital Outlays		
6507 Town Hall Improvements		45,000.00
6511 Maryland Heritage Authority Match (MHAA)		90,000.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

July - November, 2025

	TOTAL	
	ACTUAL	BUDGET
6512 Maryland Historical Trust Match (MHT)		66,700.00
Total 6501 General Government Capital Outlays		201,700.00
6600 Public Works Capital Outlays		
6607 PW New Equipment	18,912.00	25,500.00
Total 6600 Public Works Capital Outlays	18,912.00	25,500.00
Total 6500 Capital Outlays	18,912.00	227,200.00
Uncategorized Expense	1,335.93	
Total Expenses	\$1,084,023.41	\$3,814,744.00
NET OPERATING INCOME	\$185,884.54	\$1,314,191.00
NET INCOME	\$185,884.54	\$1,314,191.00

**AN ORDINANCE ESTABLISHING A STREET SWEEPING PROTOCOL AND
ENFORCEMENT PROCEDURE**

Introduced by: Cottage City Commission

WHEREAS, the Town has authority under its Charter and ordinances to regulate and maintain the public ways and to prevent accumulation of debris, sediment, pollutants, and litter on Town streets; and

WHEREAS, street sweeping helps protect public health, safety, stormwater systems, and the aesthetic appearance of the Town; and

WHEREAS, a formal procedure for scheduling, notification, enforcement, and compliance would provide clarity and the delivery of efficient services to Cottage City Residents and Town Staff; and

WHEREAS, the provisions of this street sweeping ordinance are to be codified in the existing Chapter 8 (Streets and Sidewalks) of the Town Code, therefore, the previously existing penalty section (§ 8-7) shall be moved to the end of the chapter after the street sweeping provisions and renumbered as Section 8-8, and this Sec. 8-8 is intended to be the chapter's "catch all" or general penalty clause and calls for a fine of \$50 for violations generally of this Chapter "unless otherwise stated herein," whereas, the provisions on street sweeping have their own separate penalty clause in Section 8-7.F, which start at \$40 and are graduated up to \$100 depending on the number of repeat violations; and

WHEREAS, it is the intent of the Cottage City Commission herein to adopt and codify new and/or renumbered Sections 8-7 through 8-8 and retain the previously existing sections of the Chapter and, by this Ordinance, the Town Code's previously enacted Chapter 8 is simply added to in terms of the new street sweeping sections while the prior existing provisions are intended to be retained as indicated in the legend of this Ordinance.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE COTTAGE CITY COMMISSION, that the Code of the Town of Cottage City as stated herein below is hereby repealed, enacted, adopted, revised and amended such that said Code and the provisions of said Code and particularly this revised Chapter 8 (Streets and Sidewalks) thereof shall henceforth read as follows:

Page 1 of 11

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

* * *

CHAPTER 8. STREETS AND SIDEWALKS

* * *

~~§ 8-7. Violations and penalties.~~

~~Unless otherwise stated herein, any person, partnership, corporation, joint stock company, or syndicate who violates any provision of this chapter shall be deemed guilty of a municipal infraction and upon conviction thereof shall be fined in an amount not exceeding \$50. Each day such violation is committed or permitted to continue, shall constitute a separate offense and shall be punishable as such hereunder.]~~

§ 8-7. STREET SWEEPING.

A. PURPOSE AND AUTHORITY

1. THIS SECTION IS ADOPTED UNDER THE AUTHORITY GRANTED TO THE COMMISSION BY THE TOWN CHARTER INCLUDING §18(51) “SWEEPINGS” AND AS PART OF THE COMMISSION’S GENERAL POWERS TO REGULATE THE PUBLIC WAYS.
2. THE PURPOSE IS TO ESTABLISH A CLEAR PROCEDURE BY WHICH THE TOWN SHALL SCHEDULE STREET SWEEPING, NOTIFY RESIDENTS, ENFORCE COMPLIANCE, AND IMPOSE PENALTIES FOR VIOLATIONS, IN ORDER TO MAINTAIN CLEAN AND SAFE STREETS, REDUCE POLLUTANTS ENTERING THE STORMWATER SYSTEM, AND PRESERVE THE CHARACTER OF THE TOWN.

B. DEFINITIONS

FOR THE PURPOSES OF THIS ORDINANCE, THE FOLLOWING DEFINITIONS APPLY:

1. **“TOWN”** MEANS THE TOWN OF COTTAGE CITY, MARYLAND.
2. **“PUBLIC WAY”** MEANS ANY STREET, AVENUE, ROAD, HIGHWAY, PUBLIC THOROUGHFARE, LANE, OR ALLEY UNDER THE JURISDICTION OF THE TOWN, EXCLUDING THOSE MAINTAINED BY STATE.

Page 2 of 11

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

- 3. **“STREET SWEEPING”** MEANS MECHANICAL OR MANUAL REMOVAL OF LOOSE DEBRIS, SEDIMENT, LEAVES, TRASH, OR OTHER MATTER FROM STREET SURFACES, CURBS, GUTTERS, AND DRAINAGE INLETS.
- 4. **“SWEEP PERIOD”** MEANS THE DESIGNATED PERIOD OF TIME WHEN REMOVAL OF LEAVES OR OTHER MATTER FROM STREET SURFACES, ETC. IS TO OCCUR.
- 5. **“SWEEP ZONE”** MEANS A DESIGNATED GEOGRAPHIC AREA OR ROUTE WITHIN THE TOWN SCHEDULED FOR SWEEPING.
- 6. **“NO PARKING WINDOW”** MEANS THE PERIOD (I.E., DATE AND HOURS) DURING WHICH PARKING IS PROHIBITED ON A STREET SUBJECT TO SWEEPING.
- 7. **“ENFORCEMENT OFFICER”** MEANS THE CODE COMPLIANCE OFFICER, POLICE DEPARTMENT, OR OTHER DESIGNEE OF THE TOWN.
- 8. **“VIOLATION”** MEANS FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDINANCE (E.G. PARKING DURING THE NO PARKING WINDOW, OR DEPOSITING DEBRIS ON THE STREET) AND IS A MUNICIPAL INFRACTION.

C. SWEEPING SCHEDULE & ZONES

- 1. PUBLIC WORKS STAFF (OR TOWN DESIGNEE) SHALL DESIGN A SWEEPING SCHEDULE DIVIDING THE TOWN INTO ZONES (E.G. BY WARD OR STREET CLUSTERS).
- 2. EACH ZONE SHALL ENDEAVOR TO BE SWEPT AT LEAST 4 TIMES PER YEAR (OR PER SEASON) (E.G. QUARTERLY, OR MONTHLY) DEPENDING ON RESOURCES DESIGNATED IN THE BUDGET.
- 3. THE SCHEDULE SHALL AVOID CONFLICT WITH MAJOR TOWN EVENTS, HOLIDAYS, AND INCLEMENT WEATHER.

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

4. THE TOWN MAY ADJUST THE SCHEDULE IN CASE OF EQUIPMENT FAILURE, STAFFING CONSTRAINTS, OR WEATHER; ANY SUCH CHANGES SHALL BE POSTED AND COMMUNICATED TO RESIDENTS PROMPTLY.

D. NOTIFICATION TO RESIDENTS

1. APPROXIMATELY 5 BUSINESS DAYS BEFORE SWEEPING IN A ZONE, THE TOWN MAY ISSUE A **“SWEEP NOTICE”** INCLUDING:
 - (A) THE DATES AND HOURS OF SWEEPING FOR THE ZONE,
 - (B) INSTRUCTIONS FOR MOVING VEHICLES, AVOIDING PLACEMENT OF DEBRIS IN THE STREET, AND CLEARING OBSTRUCTIONS, AND
 - (C) CONTACT INFORMATION FOR INQUIRIES.
2. NOTIFICATION SHALL BE BY AT LEAST TWO METHODS, SUCH AS:
 - (A) PUBLICATION ON THE TOWN WEBSITE
 - (B) NOTICE ON PUBLIC SIGNAGE.
3. ON THE DAY OF SWEEPING, THE TOWN MAY USE TEMPORARY STREET SIGNS INDICATING “NO PARKING – STREET SWEEPING IN PROGRESS.”

E. PARKING RESTRICTIONS; COMPLIANCE REQUIREMENTS

1. DURING THE “NO PARKING WINDOW,” VEHICLES MUST BE REMOVED FROM THE STREET OR PARKED ON THE OTHER SIDE OF THE STREET, NOT INTERFERING WITH SWEEPING.
2. RESIDENTS SHALL NOT DEPOSIT LEAVES, GRASS CLIPPINGS, YARD WASTE, OR OTHER DEBRIS ONTO THE STREET GUTTER OR IN THE PATH OF THE SWEEPER DURING THE SWEEP PERIOD.
3. OBJECTS SUCH AS PORTABLE BASKETBALL HOOPS, TRASH BINS, TOYS, OR OTHER OBSTACLES MUST BE CLEARED AWAY FROM THE CURB AREA, SO THE SWEEPER HAS UNOBSTRUCTED ACCESS.

Page 4 of 11

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

4. TREES, SHRUBS, OR FOLIAGE MUST BE TRIMMED SO THEY DO NOT BLOCK THE SWEEPER’S PATH ALONG THE CURB.

F. ENFORCEMENT & PENALTIES

1. THE ENFORCEMENT OFFICER IS AUTHORIZED TO ISSUE CITATIONS TO VEHICLES REMAINING ON THE STREET DURING THE NO PARKING WINDOW.
2. THE FIRST VIOLATION IN A CALENDAR YEAR SHALL INCUR A WARNING OR COURTESY NOTICE, UNLESS PRIOR NOTICE WAS ALREADY GIVEN. SUBSEQUENT VIOLATIONS MAY INCUR FINES ACCORDING TO THE SCHEDULE:

- (A) 1ST VIOLATION (AFTER WARNING): FINE OF \$40.00,
- (B) 2ND VIOLATION: FINE OF \$75.00, AND
- (C) 3RD AND SUBSEQUENT VIOLATIONS: FINE OF \$100.00.

3. EACH DAY A VIOLATION CONTINUES CONSTITUTES A SEPARATE VIOLATION.
4. IN CASES OF NONCOMPLIANCE (E.G. VEHICLE BLOCKING SWEEP ROUTE AFTER WARNING OR NOTICE WHICH MAY INCLUDE POSTING A FINAL 24-HOUR NOTICE PRINTED ON RED PAPER OR OTHER MATERIAL AND PLACED ON THE WINDSHIELD), THE TOWN MAY TOW OR RELOCATE THE VEHICLE AT OWNER’S EXPENSE, CONSISTENT WITH CHAPTER 9 OF THE TOWN CODE, AND MAY RECOVER COSTS OF TOWING AND STORAGE.
5. IF A PROPERTY OWNER FAILS TO CORRECT DEBRIS DUMPING OR OBSTRUCTION VIOLATIONS UPON NOTICE, THE TOWN MAY PERFORM THE WORK AND ASSESS THE COST TO THE OWNER, SUBJECT TO COLLECTION BY MUNICIPAL LIEN IN THE SAME MANNER AS PROPERTY TAXES OR AS ALLOWED BY LAW.

G. EXEMPTIONS AND EXCEPTIONS

1. THE TOWN MAY ESTABLISH EXEMPTIONS FOR EMERGENCY VEHICLES, AUTHORIZED UTILITY WORK, OR OTHER NECESSARY MUNICIPAL OPERATIONS.

Page 5 of 11

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

2. ON DAYS WHEN SWEEPING IS CANCELLED DUE TO WEATHER, PERSONNEL SHORTAGES, OR MECHANICAL FAILURE, ENFORCEMENT OF PARKING RESTRICTIONS SHALL BE SUSPENDED FOR THAT STREET FOR THAT DAY, AND SWEEPING WILL BE RESCHEDULED.
3. THE TOWN MAY DESIGNATE CERTAIN STREETS (E.G. ALLEYS, UNCURBED ROADS) AS NOT SUBJECT TO SWEEPING OR NO PARKING RESTRICTIONS, SO LONG AS THIS IS CLEARLY INDICATED TO RESIDENTS.
4. THE TOWN MAY ESTABLISH EXEMPTIONS FOR MEDICAL, DISABILITY, AND EXIGENT CIRCUMSTANCES AS FOLLOWS:

(A.) ELIGIBILITY: A RESIDENT MAY APPLY FOR AN EXEMPTION FROM THE VEHICLE RELOCATION REQUIREMENT IN SECTION E.1 (REMOVAL DURING THE “NO PARKING WINDOW”) IF COMPLIANCE WOULD IMPOSE AN UNDUE HARDSHIP DUE TO:

1. A VERIFIED PHYSICAL OR MENTAL DISABILITY THAT SUBSTANTIALLY LIMITS MOBILITY OR THE ABILITY TO MOVE A VEHICLE;
2. A SERIOUS MEDICAL CONDITION REQUIRING ONGOING TREATMENT, HOME HEALTH CARE, OR MEDICAL EQUIPMENT THAT PREVENTS TIMELY RELOCATION; OR
3. OTHER EXIGENT CIRCUMSTANCES (E.G., SOLE CAREGIVER FOR A DISABLED HOUSEHOLD MEMBER, TEMPORARY INCAPACITATION DUE TO SURGERY, HOSPITALIZATION, OR INJURY) THAT RENDER COMPLIANCE IMPOSSIBLE OR UNREASONABLY BURDENSOME.

(B.) APPLICATION PROCESS: APPLICATIONS SHALL BE SUBMITTED IN WRITING (OR VIA ACCESSIBLE ELECTRONIC MEANS) TO THE TOWN MANAGER AT LEAST 5 BUSINESS DAYS PRIOR TO THE SCHEDULED SWEEPING

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IN THE RESIDENT’S ZONE, CONSISTENT WITH THE SWEEP NOTICE TIMELINE
IN SECTION D.1. REQUIRED DOCUMENTATION INCLUDES:

(I) A SIGNED STATEMENT FROM A LICENSED PHYSICIAN, PHYSICIAN
ASSISTANT, OR NURSE PRACTITIONER VERIFYING THE CONDITION AND
ITS DIRECT IMPACT ON VEHICLE RELOCATION; OR

(II) FOR NON-MEDICAL EXIGENT CIRCUMSTANCES, SWORN AFFIDAVITS
OR OFFICIAL DOCUMENTATION (E.G., CAREGIVING DOCUMENTATION).

(C.) SHORT- AND LONG-TERM EXEMPTIONS

1. TEMPORARY EXEMPTIONS (E.G., POST-SURGICAL RECOVERY) MAY BE
GRANTED FOR UP TO 90 DAYS, RENEWABLE WITH UPDATED
DOCUMENTATION.
2. PERMANENT OR LONG-TERM EXEMPTIONS (E.G., PERMANENT
MOBILITY IMPAIRMENT OR DISABILITY) MAY BE GRANTED FOR UP TO 1
YEAR, RENEWABLE ANNUALLY WITH A BRIEF RECERTIFICATION.

(D.) STANDARDS FOR APPROVAL: THE TOWN SHALL GRANT AN EXEMPTION
ONLY IF ALL OF THE FOLLOWING ARE SATISFIED:

1. THE APPLICANT IS A RESIDENT OF A PROPERTY ON THE AFFECTED
STREET SEGMENT;
2. THE DOCUMENTED CONDITION OR CIRCUMSTANCE DIRECTLY
PREVENTS COMPLIANCE WITH SECTION E.1;
3. NO REASONABLE ALTERNATIVE EXISTS (E.G., ASSISTANCE FROM
FAMILY, NEIGHBORS, OR THIRD-PARTY SERVICES); AND

CAPITALS	:	Indicate matter added to existing law
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4. THE EXEMPT VEHICLE CAN BE POSITIONED SO AS NOT TO MATERIALLY OBSTRUCT THE SWEEPER’S PATH ALONG THE STREET (E.G., PARKED CLOSE TO THE CURB OR IN A DESIGNATED NON-SWEEPING AREA).
5. DENIALS SHALL BE ISSUED IN WRITING WITHIN 3 BUSINESS DAYS OF RECEIPT, STATING SPECIFIC REASONS AND INCLUDING APPEAL INSTRUCTIONS TO THE COTTAGE CITY COMMISSION WITHIN 10 DAYS.

(E.) CONDITIONS OF EXEMPTION:

1. APPROVED RESIDENTS MUST DISPLAY A TOWN-ISSUED EXEMPTION PLACARD (VALID FOR THE APPROVED PERIOD) OR SIGN PROMINENTLY DISPLAYED IN THE VEHICLE WINDSHIELD AT ALL TIMES DURING THE NO PARKING WINDOW.
2. EXEMPT VEHICLES MUST REMAIN PARKED AS FAR TO THE SIDE OF THE ROADWAY AS PRACTICABLE AND MUST NOT VIOLATE OTHER PARKING RESTRICTIONS.
3. THE TOWN MAY REVOKE AN EXEMPTION IMMEDIATELY UPON EVIDENCE OF ABUSE (E.G., USE OF THE VEHICLE BY NON-EXEMPT PERSONS, FAILURE TO RENEW, OR REPEATED OBSTRUCTION), WITH NOTICE AND APPEAL RIGHTS.

(F.) EMERGENCY/RETROACTIVE APPLICATIONS:

IN UNFORESEEN MEDICAL EMERGENCIES, A RESIDENT (OR AUTHORIZED REPRESENTATIVE) MAY REQUEST A SAME-DAY EXEMPTION BY CONTACTING THE DESIGNEE LISTED IN THE SWEEP NOTICE – SECTION D.1(C) WITH VERBAL CONFIRMATION FROM A MEDICAL PROFESSIONAL, FOLLOWED BY WRITTEN DOCUMENTATION WITHIN 3 BUSINESS DAYS. IF GRANTED, THE CODE COMPLIANCE OR POLICE OFFICER SHALL REFRAIN FROM ISSUING A CITATION

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UNDER SECTION F.1 OR TOWING UNDER SECTION F.4 FOR THAT SWEEPING EVENT, PROVIDED THE VEHICLE DOES NOT BLOCK THE SWEEPER'S PATH.

(G.) ENFORCEMENT OF EXEMPTIONS FOR MEDICAL, DISABILITY, AND EXIGENT CIRCUMSTANCES:

1. CODE COMPLIANCE OR POLICE OFFICERS SHALL CHECK FOR A VALID PLACARD OR SIGN BEFORE ISSUING A CITATION OR TOWING NOTICE UNDER SECTION F.
2. ABSENCE OF A PLACARD OR SIGN DURING THE NO PARKING WINDOW SHALL SUBJECT THE VEHICLE TO FULL PENALTIES UNDER SECTION F.2 AND POTENTIAL TOWING UNDER SECTION F.4, EVEN IF AN APPLICATION IS PENDING.

H. ADMINISTRATION

THE PUBLIC WORKS DEPARTMENT SHALL MAINTAIN RECORDS OF:

- (1) DATES WHEN EACH ZONE IS SWEPT,
- (2) NOTICES ISSUED AND METHODS USED,
- (3) CITATIONS ISSUED, VIOLATIONS, TOWS, AND COMPLIANCE, AND
- (4) COSTS OF ENFORCEMENT AND NONCOMPLIANCE WORK.

§ 8-8. VIOLATIONS AND PENALTIES.

UNLESS OTHERWISE STATED IN THIS CHAPTER, ANY PERSON, PARTNERSHIP, CORPORATION, JOINT-STOCK COMPANY, OR SYNDICATE WHO VIOLATES ANY PROVISION OF THIS CHAPTER SHALL BE DEEMED GUILTY OF A MUNICIPAL INFRACTION AND UPON CONVICTION THEREOF SHALL BE FINED IN AN AMOUNT NOT EXCEEDING \$50. EACH DAY SUCH VIOLATION IS COMMITTED OR PERMITTED

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TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

Item # 10.

TO CONTINUE, SHALL CONSTITUTE A SEPARATE OFFENSE AND SHALL BE PUNISHABLE AS SUCH HEREUNDER.

* * *

AND BE IT FURTHER ORDAINED AND ENACTED, that severability is intended throughout and within the provisions of this Ordinance, and if any section, subsection, sentence, clause, phrase or portion of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then that decision shall not affect the validity of the remaining portions of this Ordinance.

AND BE IT FURTHER ORDAINED AND ENACTED, that the above substantive portion of this Ordinance adopting particularly new Section 8-7 of the Town Code shall be codified and included within the Code of the Town of Cottage City, whereby the entirety of previously enacted and codified portion of the Town Code, shall be repealed and replaced in its entirety by the sections and provisions written hereinabove as indicated by the legend including any strikeouts or capitalization to more explicitly indicate the amendatory language.

AND BE IT FURTHER ORDAINED AND ENACTED, that a fair summary of this ordinance shall be published at least once prior to the date of passage in a newspaper or newspapers having general circulation in the city, and a fair summary of this ordinance shall be published at least once within ten days after the date of passage in a newspaper or newspapers having general circulation in the city.

AND BE IT FURTHER ORDAINED AND ENACTED, that the Commissioner-Chair shall be authorized to sign this Ordinance on behalf of the Commission.

HAVING BEEN INTRODUCED AND HAVING BEEN READ as a regular ordinance and passed by a yea and nay vote of the Cottage City Commission with the affirmative votes of a majority of the whole number of members elected to the legislative body as indicated below at a Public Meeting of the Town of Cottage City held on this ___ day of December 2025, at approximately 7 o'clock p.m., in the Town Hall in Cottage City, Maryland.

I HEREBY CERTIFY that the above Ordinance No. 2025-03 was passed by the required yea and nay votes of the Cottage City Commission on the ___ day of December 2025.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

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CAPITALS	:	Indicate matter added to existing law
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TOWN OF COTTAGE CITY
ORDINANCE 2025- 03 (Revised)

Item # 10.

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 __ day of December 2025 with ____ Aye votes and ____ Nay votes, the aforesaid Ordinance 2025- 03 passed.

John Hoatson, Town Manager

CAPITALS : Indicate matter added to existing law
[Brackets] : Indicate matter deleted from existing law
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TOWN OF COTTAGE CITY

RESOLUTION 2025-11

Mid-Year Budget Amendments

A RESOLUTION concerning the Cottage City budget amendments for the Fiscal Year ending June 30, 2026.

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

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 2025-2026 Detailed Line Item Budget.

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.

Increase

DECREASE APPROPRIATIONS (EXPENSES):

6054.13 ARPA Resident Tree Program (\$20,000)

***The Town completed this project in FY25 and funds will be reallocated to other budget lines in FY26.**

CAPITALS	:	Indicate matter added to existing budget	Page 1 of 2
[Brackets]	:	Indicate matter deleted from existing budget	
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INCREASE APPROPRIATIONS (EXPENSES):

6054.1	Food Bank	\$5,000.00
6054.15	ARPA Family Relief	\$20,805.00

***The Town will use these added funds to support Town residents in economic need in FY26. The difference between the appropriations increase and decrease of \$5,805 will decrease the Town's fund balance to be carried forward to FY27.**

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 December 10, 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 10th day December, with Aye __ votes and __ Nay votes, the aforesaid Resolution 2025-11 passed.

John Hoatson, Town Manager

CAPITALS	:	Indicate matter added to existing budget
[Brackets]	:	Indicate matter deleted from existing budget
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Page 2 of 2

TOWN OF COTTAGE CITY
RESOLUTION 2025-12

Item # 12.

**A RESOLUTION OF THE COTTAGE CITY COMMISSION ESTABLISHING A BUDGET
CALENDAR FOR THE FISCAL YEAR 2027 BUDGET PROCESS**

Introduced by: Town of Cottage City Commission

WHEREAS, the Commissioners must adopt a budget for the Town of Cottage City that includes revenues and expenditures for Fiscal Year 2027, beginning July 1, 2026, and ending June 30, 2027, and since the fiscal year for each municipality and county is established by §16-101 of the LG Article as July 1 through June 30, the deadline for the Commissioners to adopt a Town Budget for Fiscal Year 2027 is June 30, 2026; and

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

WHEREAS, Section 39 of the Town of Cottage City Charter states, “[t]he budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year [and] [t]he total of the anticipated revenues shall equal or exceed the total of the proposed expenditures [and] [b]efore adopting the budget the commission shall hold a public hearing thereon after two weeks' notice thereof in some newspaper or newspapers having general circulation within the municipality [and] [t]he commission may insert new items or may increase or decrease the items of the budget [and] [i]f the commission increases the total proposed expenditures it shall also increase the total anticipated revenues in an amount at least equal to the total proposed expenditures [and] [t]he budget shall be prepared and adopted in the form of an ordinance;” and

WHEREAS, like most local governments, the Commissioners find it useful to consider the Constant Yield Tax Rates (“CYTR’s”) for the classes of real property established in the Town to see what rate may be set to yield the same amount of revenues and determine how much assessments have changed proposed revenues from the real property tax, and should the Cottage City Commission wish to propose increasing the tax rate higher than the previous year’s rate that was levied, under the State’s CYTR statute, the Commission must then provide notice and a special rate setting hearing separate from the local charter’s normal budget notice and hearing requirements prior to levying a higher tax rate for a given class of real property; and

WHEREAS, the CYTR’s for the designated classes (i.e., residential, commercial, etc.) of real property are calculated by Md. SDAT for each taxing authority (i.e., county or municipality) in Maryland, and it represents the Real Property Tax Rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year because of the fact that as property assessments (i.e., estimated values) increase, the Constant Yield Tax Rate decreases; and

WHEREAS, when a taxing authority plans to impose a Real Property Tax Rate that is higher than the current year’s Real Property Tax Rate, it must advertise the tax rate increase and hold a separate public hearing; however, it is important to understand that the Constant Yield Tax Rate is no longer part of this determination but if the taxing authority plans to set a Real Property Tax Rate that is equal to or less than the current year’s Real Property Tax Rate, then the statute does not require notice or a hearing; and

TOWN OF COTTAGE CITY
RESOLUTION 2025-12

Item # 12.

WHEREAS, according to § 6-308(e) of the Tax - Property Article, the hearing on the proposed county or municipal corporation real property tax rate increase (if needed or required) must be held on or before June 17th provided the notices are advertised at least 7 days but no more than 21 days before the hearing is held; and

WHEREAS, due to the various notice and hearing requirements and other deadlines stated above, the Commissioners desire to establish a budget calendar for the FY 2027 budget preparations and adoption processes.

NOW, THEREFORE, BE IT RESOLVED that the Cottage City Commission hereby adopts the following budget calendar, consistent with the Town Charter and State Law, for the preparation and adoption of the Town of Cottage City Budget for Fiscal Year (“FY”) 2027:

Date	Meeting Type	Topic
Tue, Dec 02, 2025	Commission Work Session	Preliminary Budget Calendar Discussion
Wed, Dec 10, 2025	Regular Town Meeting	Budget Calendar Approval Res. 2025-12
Tue, Jan 6, 2026	Commission Work Session	Listening Session 7:00 PM until 7:30 PM Commissioner Priorities & Goal Setting
Wed, Jan 14, 2026	Regular Town Meeting	Commission Budget Priorities Discussion
Tue, Feb 3, 2026	Commission Work Session	Expenses, Town Tax Rate Discussion
Wed, Feb 11, 2026	Regular Town Meeting	Expenses, Departmental & CIP Discussion Anticipated Revenue
Tue, Mar 3, 2026	Commission Work Session	Public Comment – Proposed Town Tax Rates Schedule by Class (CYTR Hearing, if applicable, notice)
Wed, Mar 11, 2026	Regular Town Meeting	Draft Budget Ordinance & Public Comment
Wed, April 8, 2026	Regular Town Meeting	Introduce Budget Ordinance & Public Comment (Budget Hearing)
Wed, May 13, 2026	Regular Town Meeting	Approval of Budget Ordinance
Wed, June 10, 2026	Regular Town Meeting	Backup Date (Approval of Budget Ordinance, if needed)
Wed, June 17, 2026	n/a	Real Property Tax Rate Increase Hearing Statutory Deadline (June 10 notice publication deadline)
Wed, July 1, 2026	n/a	FY 2027 Budget In Effect

TOWN OF COTTAGE CITY
RESOLUTION 2025-12

Item # 12.

INTRODUCED by the Cottage City Commission at a Meeting held on Wednesday, December 10, 2025.

PASSED by the Cottage City Commission at a Meeting held on December 10, 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 10th Day of December 2025 with __ Aye votes and __Nay votes, the aforesaid Resolution 2025-12 passed.

John Hoatson, Town Manager



Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic:(800) 978-2737
International: +1.800.978.2737

Q-765258 Item # 14.



Issued: 12/03/2025

Quote Expiration: 12/12/2025

Estimated Contract Start Date: 11/15/2025

Account Number: 108898
Payment Terms: N30
Mode of Delivery: UPS-GND
Credit/Debit Amount: \$0.00

SHIP TO	BILL TO
COTTAGE CITY POLICE DEPT. - MD 3820 40th Ave Brentwood, MD 20722-1607 USA	Cottage City Police Dept. - MD 3820 40th Ave Brentwood MD 20722-1607 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Noah Nickerson Phone: Email: nnickerson@axon.com Fax:	David Thompson Phone: 301 741 2287 Email: dthompson@cottagecitymd.gov Fax:

Quote Summary

Program Length	63 Months
TOTAL COST	\$30,042.60
ESTIMATED TOTAL W/ TAX	\$30,042.60

Discount Summary

Average Savings Per Year	\$2,158.47
TOTAL SAVINGS	\$11,331.95

Payment Summary

Item # 14.

Date	Subtotal	Tax	Total
Jan 2026	\$300.43	\$0.00	\$300.43
Jul 2026	\$5,708.09	\$0.00	\$5,708.09
Jul 2027	\$6,008.52	\$0.00	\$6,008.52
Jul 2028	\$6,008.52	\$0.00	\$6,008.52
Jul 2029	\$6,008.52	\$0.00	\$6,008.52
Jul 2030	\$6,008.52	\$0.00	\$6,008.52
Total	\$30,042.60	\$0.00	\$30,042.60

Quote Unbundled Price:

Quote List Price:

Quote Subtotal:

\$ Item # 14.

\$37,718.70

\$30,042.60

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	60	\$73.05	\$62.52	\$62.52	\$3,751.20	\$0.00	\$3,751.20
BWCamTAP	Body Worn Camera TAP Bundle	6	60	\$42.20	\$33.80	\$33.80	\$12,168.00	\$0.00	\$12,168.00
A la Carte Hardware									
H00001	AB4 Camera Bundle	6			\$899.00	\$0.00	\$0.00	\$0.00	\$0.00
H00002	AB4 Multi Bay Dock Bundle	1			\$1,638.90	\$0.00	\$0.00	\$0.00	\$0.00
A la Carte Software									
73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	70	3		\$0.75	\$0.75	\$157.50	\$0.00	\$157.50
73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	80	60		\$0.81	\$0.81	\$3,888.00	\$0.00	\$3,888.00
BasicLicense	Basic License Bundle	5	3		\$15.00	\$0.00	\$0.00	\$0.00	\$0.00
ProLicense	Pro License Bundle	3	3		\$45.00	\$0.00	\$0.00	\$0.00	\$0.00
BasicLicense	Basic License Bundle	4	60		\$16.27	\$16.25	\$3,900.00	\$0.00	\$3,900.00
ProLicense	Pro License Bundle	2	60		\$48.82	\$48.75	\$5,850.00	\$0.00	\$5,850.00
A la Carte Warranties									
80498	AXON BODY 3 - EXT WARRANTY - EIGHT BAY DOCK	1	3		\$21.70	\$21.70	\$65.10	\$0.00	\$65.10
80496	AXON BODY 3 - EXT WARRANTY - CAMERA	6	3		\$14.60	\$14.60	\$262.80	\$0.00	\$262.80
Total							\$30,042.60	\$0.00	\$30,042.60

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	6	1	01/15/2026
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	7	1	01/15/2026
AB4 Camera Bundle	100775	AXON BODY 4 - MAGNETIC DISCONNECT CABLE	7	1	01/15/2026
AB4 Camera Bundle	74028	AXON BODY - MOUNT - WING CLIP RAPIDLOCK	7	1	01/15/2026
AB4 Multi Bay Dock Bundle	100206	AXON BODY 4 - 8 BAY DOCK	1	1	01/15/2026
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	01/15/2026
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	01/15/2026
Body Worn Camera Multi-Bay Dock TAP Bundle	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	1	1	07/15/2028
Body Worn Camera TAP Bundle	73309	AXON BODY - TAP REFRESH 1 - CAMERA	6	1	07/15/2028
Body Worn Camera Multi-Bay Dock TAP Bundle	73688	AXON BODY - TAP REFRESH 2 - DOCK MULTI BAY	1	1	01/15/2031
Body Worn Camera TAP Bundle	73310	AXON BODY - TAP REFRESH 2 - CAMERA	6	1	01/15/2031

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
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Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Basic License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	5	11/15/2025	02/14/2026
Basic License Bundle	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	5	11/15/2025	02/14/2026
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	9	11/15/2025	02/14/2026
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	3	11/15/2025	02/14/2026
A la Carte	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	70	11/15/2025	02/14/2026
Basic License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	4	02/15/2026	02/14/2031
Basic License Bundle	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	4	02/15/2026	02/14/2031
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	6	02/15/2026	02/14/2031
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	2	02/15/2026	02/14/2031
A la Carte	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	80	02/15/2026	02/14/2031

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	80496	AXON BODY 3 - EXT WARRANTY - CAMERA	6	11/15/2025	02/14/2026
A la Carte	80498	AXON BODY 3 - EXT WARRANTY - EIGHT BAY DOCK	1	11/15/2025	02/14/2026
Body Worn Camera Multi-Bay Dock TAP Bundle	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	1	01/15/2027	02/14/2031
Body Worn Camera TAP Bundle	80464	AXON BODY - TAP WARRANTY - CAMERA	6	01/15/2027	02/14/2031

Shipping Locations

Item # 14.

Location Number	Street	City	State	Zip	Country
1	3820 40th Ave	Brentwood	MD	20722-1607	USA

Payment Details

Jan 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	BasicLicense	Basic License Bundle	5	\$0.00	\$0.00	\$0.00
Annual Payment 1	ProLicense	Pro License Bundle	3	\$0.00	\$0.00	\$0.00
Year 1 A	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	70	\$1.58	\$0.00	\$1.58
Year 1 A	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	80	\$38.88	\$0.00	\$38.88
Year 1 A	80496	AXON BODY 3 - EXT WARRANTY - CAMERA	6	\$2.63	\$0.00	\$2.63
Year 1 A	80498	AXON BODY 3 - EXT WARRANTY - EIGHT BAY DOCK	1	\$0.65	\$0.00	\$0.65
Year 1 A	BasicLicense	Basic License Bundle	4	\$39.00	\$0.00	\$39.00
Year 1 A	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$37.51	\$0.00	\$37.51
Year 1 A	BWCamTAP	Body Worn Camera TAP Bundle	6	\$121.68	\$0.00	\$121.68
Year 1 A	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 1 A	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 1 A	ProLicense	Pro License Bundle	2	\$58.50	\$0.00	\$58.50
Total				\$300.43	\$0.00	\$300.43

Feb 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$0.00	\$0.00	\$0.00
Invoice Upon Fulfillment	BWCamTAP	Body Worn Camera TAP Bundle	6	\$0.00	\$0.00	\$0.00
Total				\$0.00	\$0.00	\$0.00

Jul 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1 B	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	80	\$738.72	\$0.00	\$738.72
Year 1 B	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	70	\$29.92	\$0.00	\$29.92
Year 1 B	80496	AXON BODY 3 - EXT WARRANTY - CAMERA	6	\$49.93	\$0.00	\$49.93
Year 1 B	80498	AXON BODY 3 - EXT WARRANTY - EIGHT BAY DOCK	1	\$12.37	\$0.00	\$12.37
Year 1 B	BasicLicense	Basic License Bundle	4	\$741.00	\$0.00	\$741.00
Year 1 B	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$712.73	\$0.00	\$712.73
Year 1 B	BWCamTAP	Body Worn Camera TAP Bundle	6	\$2,311.92	\$0.00	\$2,311.92
Year 1 B	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 1 B	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 1 B	ProLicense	Pro License Bundle	2	\$1,111.50	\$0.00	\$1,111.50
Total				\$5,708.09	\$0.00	\$5,708.09

Jul 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	70	\$31.50	\$0.00	\$31.50
Year 2	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	80	\$777.60	\$0.00	\$777.60

Jul 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	80496	AXON BODY 3 - EXT WARRANTY - CAMERA	6	\$52.56	\$0.00	\$52.56
Year 2	80498	AXON BODY 3 - EXT WARRANTY - EIGHT BAY DOCK	1	\$13.02	\$0.00	\$13.02
Year 2	BasicLicense	Basic License Bundle	4	\$780.00	\$0.00	\$780.00
Year 2	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$750.25	\$0.00	\$750.25
Year 2	BWCamTAP	Body Worn Camera TAP Bundle	6	\$2,433.60	\$0.00	\$2,433.60
Year 2	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 2	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 2	ProLicense	Pro License Bundle	2	\$1,169.99	\$0.00	\$1,169.99
Total				\$6,008.52	\$0.00	\$6,008.52

Jul 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	80	\$777.60	\$0.00	\$777.60
Year 3	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	70	\$31.50	\$0.00	\$31.50
Year 3	80496	AXON BODY 3 - EXT WARRANTY - CAMERA	6	\$52.56	\$0.00	\$52.56
Year 3	80498	AXON BODY 3 - EXT WARRANTY - EIGHT BAY DOCK	1	\$13.02	\$0.00	\$13.02
Year 3	BasicLicense	Basic License Bundle	4	\$780.00	\$0.00	\$780.00
Year 3	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$750.25	\$0.00	\$750.25
Year 3	BWCamTAP	Body Worn Camera TAP Bundle	6	\$2,433.60	\$0.00	\$2,433.60
Year 3	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 3	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 3	ProLicense	Pro License Bundle	2	\$1,169.99	\$0.00	\$1,169.99
Total				\$6,008.52	\$0.00	\$6,008.52

Jul 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	70	\$31.50	\$0.00	\$31.50
Year 4	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	80	\$777.60	\$0.00	\$777.60
Year 4	80496	AXON BODY 3 - EXT WARRANTY - CAMERA	6	\$52.56	\$0.00	\$52.56
Year 4	80498	AXON BODY 3 - EXT WARRANTY - EIGHT BAY DOCK	1	\$13.02	\$0.00	\$13.02
Year 4	BasicLicense	Basic License Bundle	4	\$780.00	\$0.00	\$780.00
Year 4	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$750.25	\$0.00	\$750.25
Year 4	BWCamTAP	Body Worn Camera TAP Bundle	6	\$2,433.60	\$0.00	\$2,433.60
Year 4	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 4	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 4	ProLicense	Pro License Bundle	2	\$1,169.99	\$0.00	\$1,169.99
Total				\$6,008.52	\$0.00	\$6,008.52

Jul 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	80	\$777.60	\$0.00	\$777.60
Year 5	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	70	\$31.50	\$0.00	\$31.50
Year 5	80496	AXON BODY 3 - EXT WARRANTY - CAMERA	6	\$52.56	\$0.00	\$52.56
Year 5	80498	AXON BODY 3 - EXT WARRANTY - EIGHT BAY DOCK	1	\$13.02	\$0.00	\$13.02
Year 5	BasicLicense	Basic License Bundle	4	\$780.00	\$0.00	\$780.00
Year 5	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$750.25	\$0.00	\$750.25
Year 5	BWCamTAP	Body Worn Camera TAP Bundle	6	\$2,433.60	\$0.00	\$2,433.60
Year 5	H00001	AB4 Camera Bundle	6	\$0.00	\$0.00	\$0.00
Year 5	H00002	AB4 Multi Bay Dock Bundle	1	\$0.00	\$0.00	\$0.00
Year 5	ProLicense	Pro License Bundle	2	\$1,169.99	\$0.00	\$1,169.99

Jul 2030

Item # 14.

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Total				\$6,008.52	\$0.00	\$6,008.52

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):

Q-380423, Q-438741, Q-439225, Q-490653,

Agency is terminating those contracts effective 11/15/2025. Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

100% discounted body-worn camera and docking station hardware contained in this quote reflects a TAP replacement for hardware purchased under existing quotes aforementioned above. All TAP obligations from this contract will be considered fulfilled upon execution of this quote.

Signature

12/3/2025

Date Signed





American Landscaping Inc.

Item # 16.

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

Contract #2508182

Page 1 of 2

August 18, 2025

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

Job: Town Hall and Town Streets
Hamlet Park Streets
301-779-2161
301-927-9225

SPECIFICATIONS

SNOW REMOVAL 2025-2026 WINTER SEASON

1. Plow snow accumulation from all accessible driveways and parking areas around Town Hall and all Town Streets and paved alleyways when snow is in excess of 2". Shovel sidewalks around Town Hall when snow is in excess of 2".

Any accumulation from 2" to 5"

Price per plowing and shoveling \$2100.00

If accumulation exceeds 5" before plowing can be done then an additional charge would be added based on the amount of excess accumulation. Plowing will be done after snow stops unless a significant snowfall is expected, then plowing will be done more than once if requested.

2. Pre-treat all Town Hall and Hamlet Park Streets and paved Alleyways when snow is predicted to exceed 2" and temperatures are below freezing. Based on a standard application of ice melt.

Price Per Treatment \$2,152.00

3. Treat Town Hall Driveway, parking areas, sidewalks and all Town Hall Streets and paved Alleyways and Hamlet Park Streets after plowing is completed when temperatures are to remain below freezing or upon request. Based on a standard application of ice melt. Heavier ice would required more chemicals and time to treat.

Price Per Treatment \$2540.00

4. Ice melter/Rock salt can be applied, when requested, at a cost of \$146.00 per man hour, plus materials. Second man charge if needed for sidewalks would be billed at 78.00 per man hour.

Two hour minimum labor charge plus travel time.

Services provided do not guarantee an ice-free or a slip-free surface.

We reserve the right to add a fuel surcharge to each billing should fuel prices exceed \$4.00 per gallon.

Note: Streets will be treated with rock Salt and sidewalks with a concrete safer ice melter.

END OF SPECIFICATIONS

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

PER ABOVE-LISTED PRICES.

Payment to be made as follows: BILLED AND PAYABLE NET 30 DAYS.

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

SNOW REMOVAL – WINTER SEASON 2025-2026

Notices and license information:

Contractors license #15345219

Due to the nature of this work, starting and completion times are dependent on weather, ground and travel conditions and material availability.

NOT RESPONSIBLE FOR DAMAGE TO SPEED BUMPS, PAVEMENT AND CURBS THAT MIGHT OCCUR FROM SNOW REMOVAL OPERATIONS. CAR STOPS WILL BE PUT BACK IN PLACE IF MOVED. CONCRETE CAR STOPS WILL BE REPLACED IF DAMAGED UNLESS CAR STOP WAS ALREADY IN A DETERIORATED STATE.

A service charge of 2% per month will be added to overdue balances until paid. In the event it becomes necessary to take legal action for collection the person(s) signing this contract either personally or as a representative agree(s) to pay this debt in full along with all reasonable legal fees, clerical fees of no less than \$75.00 and court costs. This agreement shall be governed by the laws of Maryland, and signer(s) consents to Maryland jurisdiction.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon material availability and delays beyond our control.

All workers are covered by Workman's Compensation Insurance.

Contractor carries General Liability and Auto Insurance.

Contract may be cancelled with a 30 day written notice.

Authorized Signatures: _____ Via E-mail _____ Date August 18, 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 _____

Quotation provided by
Kolb Electric - DC Office
8530 Cinder Bed Rd, Ste 1400
Lorton, VA 22079

Phone # (202) 726-4900
Fax # (202) 726-1178



A Family Owned & Operated Business
Since 1925
www.kolbelectric.com

MARYLAND OFFICES:

Rockville (301) 279-2133
Baltimore (410) 579-5800

Laurel (301) 293-9500
Frederick (301) 293-9500

Item # 18.

VIRGINIA OFFICES:

Alexandria (703) 941-4600

Reston (703) 438-8700

DC OFFICE:

(202) 726-4900

DATE : 12/03/2025

TO : Town Hall Cottage City
3820 40TH AVENUE
COTTAGE CITY, MD 20722
Phone : (301) 779-2161

FOR WORK PERFORMED AT :

Town Hall Cottage City
3820 40TH AVENUE
COTTAGE CITY, MD 20722

REQUESTED BY : Elisabeth Taylor

QUOTE # : 22267

Terms:

Progressive billing at the discretion of Kolb Electric, Inc. with payment due within 25 days of invoice date.

	Price
Conduit Installation	5,896.00

Kolb Electric will remove concrete as necessary to install new wiring to refeed the pole lights that aren't currently working. We will trench from where the concrete was removed over to the pole. We will install conduit and wiring to refeed the poles. We will backfill the trench and replace the concrete. We will ensure all materials have been securely installed, make all final connections, and verify the new installations are functioning as intended upon job completion.

Exclusions:

- Labor pricing valid for 15 days. Material pricing valid for 48 hours.
- This quote does not include repairs or upgrades to existing wiring or devices, other than stated above.
- Patch, paint, or repair of drywall is to be done by others if needed.
- Kolb Electric, Inc. is not responsible for any existing code violations.
- Price does not include any charges related to unforeseen conditions or delays.
- Kolb Electric, Inc. is not responsible for any unforeseen circumstances such as items located inside of walls that may prevent the project from moving forward.
- No permit is included in this price but can be provided for an additional charge.

THIS PRICE IS VALID FOR ONLY 15 DAYS.....

WE ACCEPT THE ABOVE QUOTATION INCLUDING
TERMS AND CONDITIONS ON BACK OF QUOTATION.

\$ 5,896.00

QUOTE # : 22267

A LATE PAYMENT CHARGE OF 2% PER MONTH (24% PER
ANNUM) WILL BE CHARGED ON ALL INVOICES OVER 30 DAYS.

Customer Name _____

Sincerely,

Signature _____

KOLB ELECTRIC, INC.

Title _____ Date Accepted ____ / ____ / ____

BY _____

Scott Beauparlant



A Family Owned & Operated Business
Since 1925
www.kolbelectric.com

TERMS AND CONDITIONS

1. We are not responsible for any charge that could be made by the Power Company in connection with this work. Such charges, if any, will be contracted directly between the owner and the Power Company. Any special arrangements for appointments should be made directly between customer and Power Company. Therefore, payment of contract shall not be held up because of unfinished work by the Power Company.
2. We are not responsible for any plaster, decorations, or other materials damaged by us, necessary for the installation of our work.
3. It is agreed that unless prior credit terms are arranged at time of signing of this quotation the customer and indicated in this quotation and approved by Kolb Electric, Inc., in writing, the customer agrees to pay same in full upon completion of our work, for all unpaid contract and extra work amounts, or sooner for progressive job payments at the discretion of Kolb Electric, Inc.
4. This estimate is based on us installing the work mentioned without changes. If customer makes changes, then we reserve the right to bill the customer for the entire installation on a time and material basis.
5. This work is estimated on us making the installation in normal working hours, and if customer selects or desires work to be done at other times, it is understood and agreed by the customer that they are to pay additional for such work.
6. Customer understands and agrees that this work was estimated on us making the installation without waiting, and should customer hold up mechanics in their work or cause them to lose time by waiting, the customer is to pay for such time lost.
7. This contract is made directly between Kolb Electric, Inc. and the customer specified in this contract. We therefore look directly to you for payment and hence payment is not to be held up pending payments to you by third parties, insurance company, etc... nor pending electrical inspections.
8. Materials supplied by us and delivered to and/or stored on the job become the responsibility of the owner(s) of that property and managing agent/company.
9. Materials and equipment, unless indicated otherwise in this quotation and approved by Kolb Electric, Inc., in writing, remain the property of Kolb Electric, Inc. until payment for same is received in full.
10. In the event of the customers failure to pay in accordance with the provisions of this contract, and it becomes necessary to refer collection to an attorney, it is agreed that the customer shall pay all expenses incident thereto, including court costs and all attorney fees.
11. Attention to the terms and conditions printed on prior page of this quotation is the customer's responsibility to read and understand same before signing contract. Failure of customer to read same will not release them from full compliance with all the terms and conditions.
12. Any work required by the Power Company or any utility company which is not specifically stated in this quotation is excluded from the cost of this quotation and becomes the financial responsibility of the customer.
13. If applicable, we include necessary electrical permit fees. However, any additional permits required (building, etc.) are not a part of this quotation and therefore becomes the financial responsibility of the customer.
14. It is the responsibility of the customer to have someone on the job to meet the electrical inspector and/or Power Company personnel if deemed necessary by Kolb Electric, Inc.
15. Customer is responsible for having all circuits identified at the time we start our work as we will only identify the new circuits we install.

~~ See Contract Attached for work to be performed & pricing of contract ~~

THIS PRICE IS VALID FOR ONLY 15 DAYS.....

WE ACCEPT THE ABOVE QUOTATION INCLUDING
TERMS AND CONDITIONS ON BACK OF QUOTATION.

\$ 5,896.00 QUOTE # : 22267

A LATE PAYMENT CHARGE OF 2% PER MONTH (24% PER
ANNUM) WILL BE CHARGED ON ALL INVOICES OVER 30 DAYS.

Customer Name _____

Sincerely,

Signature _____

KOLB ELECTRIC, INC.

Title _____ Date Accepted ____ / ____ / ____

BY _____

Scott Beauparlant

Staffing Proposal for Police Department Administrative Clerk Town of Cottage City

Submitted By: Robert Half – Administrative & Customer Support Practice

1. Introduction

Robert Half is pleased to submit this staffing proposal to support the Town of Cottage City Police Department with a highly qualified Police Department Administrative Clerk. As a global leader in administrative and government-support staffing, Robert Half provides experienced professionals that excel on the tasks provided.

2. Position Overview: Police Department Administrative Clerk

The Police Department Administrative Clerk will coordinate and manage clerical, financial, and recordkeeping functions for the Cottage City Police Department under the supervision of the Chief of Police. This role ensures efficient daily operations, accurate statistical reporting, and timely handling of public-facing services.

Key Duties

- Collect and process payments, fines, and police-related fees.
- Manage citations, digital/physical police records, and administrative documentation.
- Research and compile statistics for departmental reporting.
- Coordinate schedules, meetings, and internal communications.
- Assist residents, visitors, officers, and external agencies with professional customer service.
- Maintain confidentiality and ensure compliance with law enforcement protocols and public records laws.

3. Candidate Qualifications

- High school diploma or equivalent.
- Ability to pass a full background investigation (including polygraph and criminal history).
- Minimum two (2) years administrative experience; government or law enforcement strongly preferred.
- Proficiency in Microsoft Word, Excel, and digital record systems.
- Strong written and verbal communication skills.
- Ability to multitask, prioritize deadlines, and maintain professionalism in a high-visibility environment.

4. Staffing Model

Robert Half will provide a background-cleared, fully vetted administrative professional on a temporary, temporary-to-hire, or long-term contract basis. We manage all recruitment, screening, payroll, HR compliance, benefits administration, and workers' compensation coverage.

5. Proposed Bill Rates

Based on market conditions and potential salary of \$55,000 per year.

Role	Bill Rate (Hourly)
Police Department Administrative Clerk	\$39/hr

Bill rates include statutory employer costs, background checks, employment taxes, insurance, and Robert Half's service fee.

6. Service Advantages

- Established expertise in government and law enforcement administrative staffing.
- Rapid candidate delivery through our nationwide talent network.
- Comprehensive background checking aligned with municipal requirements.
- Dedicated account management and continuous placement support.
- Scalable staffing options to meet changing departmental needs.

7. Terms and Conditions (Attachment)

Robert Half's standard Terms & Conditions will be attached as a separate document. These outline service guarantees, billing procedures, conversion terms, and compliance requirements.

8. Next Steps

Upon approval, Robert Half will begin sourcing immediately. Qualified candidate profiles will be submitted within 48 hours.

We appreciate the opportunity to partner with the Town of Cottage City Police Department.

JENNY DAVILA-BERNAL

Professional Summary

Experienced and bilingual Onboarding/ HR Assistant with a strong background in supporting the full employee lifecycle—from initial candidate outreach to successful integration into the workplace. Proficient in coordinating recruitment activities, organizing interviews, and maintaining applicant records to ensure an efficient hiring process. Skilled in delivering comprehensive new hire orientations, clearly communicating company policies, safety protocols, and workplace expectations. Adept at translating HR documents and procedures for Spanish-speaking employees, promoting inclusivity and eliminating language barriers. Known for providing reliable administrative support and contributing to a well-organized, welcoming, and high-functioning office environment.

Skills & Competencies

- **Languages:** Fluent in Spanish and English
- **Job Related Skills:** Conflict Resolution, Recruitment, Onboarding,
- **Technical Skills:** Microsoft Office Suite Proficiency (Word, Excel, PowerPoint), Google Workspace, HRIS
- **Soft Skills:** Strong communication, Multitasking, Adaptability, Prioritizing
- **Clerical Skills:** Records Management, Scheduling and Event Planning

Experience

HR/Onboarding Assistant - Bilingual Front Desk

Broadway Services, Inc. | Baltimore, MD

April 2024 – June 2025

- Supports the recruitment and onboarding process, ensuring a seamless experience from initial candidate contact through new hire orientation.
- Leads new hire orientation sessions, effectively introducing company policies, procedures, and safety protocols while addressing any employee questions or concerns.
- Provides daily administrative support by organizing and tracking applications, managing departmental correspondence, and scheduling interviews.

- Translates essential company documents and procedures for Spanish-speaking employees, fostering clear communication and bridging language gaps.
- Assists in coordinating general office operations, contributing to a positive, organized, and efficient work environment.
- Maintains accurate employee records and onboarding documentation in compliance with company policies and legal requirements.
- Assists in ad-hoc projects such as research (e.g., compliance, employment laws, HR best practices, etc.)
- Collaborates with hiring managers to ensure a smooth transition for new employees, including equipment setup, training schedules, and first-day readiness.

Customer Service Representative

Transcore Ezpass | Middle River, MD

January 2023 - September 2023

- Handled high-volume inbound calls regarding account inquiries, toll payments, and billing issues with professionalism and clarity.
- Processed payments and maintained accurate account records in compliance with company standards.
- Provided account support, resolved issues efficiently, and ensured a high level of customer satisfaction.
- Educated customers on E-ZPass services and usage policies to improve account management.
- Escalated complex cases as needed and upheld data privacy standards when handling sensitive information.

Fulfillment Specialist

Amazon | Baltimore, MD

October 2021 - June 2022

- Accurately selected and verified items from storage pods to fulfill customer orders, ensuring each product matched order specifications before packaging.
- Conducted quality checks to identify damaged or defective products, helping maintain Amazon's high standards for customer satisfaction.
- Maintained consistent speed and accuracy while meeting performance goals in a fast-paced, high-volume warehouse environment.

- Collaborated with team members and shift leads to support smooth daily operations and timely order fulfillment.

Cashier/Customer Service

Dunkin Donuts | Boston, MA

July 2021 - September 2021

- Processed customer orders and payments quickly and accurately, delivering excellent customer service.
- Managed food organization, inventory, and restocking of necessary supplies.
- Resolved customer concerns and complaints, maintaining a positive store atmosphere and ensuring customer satisfaction.

Education

High School Diploma

Overlea High & Academy of Finance | Rosedale, MD

RUBEN V.

Professional Summary

Highly organized and proactive Administrative Professional with over 8 years of experience supporting senior leadership, managing complex schedules, coordinating meetings, and streamlining office operations. Adept at handling multiple priorities with efficiency and professionalism. Bilingual in English and Spanish, with excellent communication, problem-solving, and interpersonal skills. Known for delivering exceptional support that enhances organizational productivity and efficiency.

Core Skills & Competencies

- Executive & Calendar Management
- Meeting & Event Coordination
- Travel Planning & Expense Management
- Document Preparation & Communication
- Process Improvement & Workflow Optimization
- Data & Records Management
- Bilingual: Fluent in Spanish
- Strong Interpersonal & Relationship Building
- Time Management & Prioritization
- Technology Proficiency: Microsoft Office Suite, Outlook, Virtual Meeting Platforms, SharePoint

Professional Experience

TB&A LLC (Contractor)- Washington, DC
Community Outreach Translator/ March 2025-present

- Attending in person events and providing translating services to attendees and participants
- Event set-up and break down for special projects
- Share information about projects with attendees and members of the public
- Proofreading documents to ensure proper distribution

Government Contractor for NIH- Bethesda, MD
Program Specialist | June 2022 – May 2025

- Provide comprehensive administrative support to senior staff, including scheduling meetings, preparing agendas, and managing calendars.
- coordinate travel arrangements, prepare itineraries, and process expense reports via Concur.
- Draft and review correspondence, presentations, and documentation for internal and external stakeholders.
- Organize and support special projects, ensuring deadlines and deliverables are met.

- Maintain and update organizational policies and procedures, fostering smooth operational workflows.
- Order supplies/ purchase orders using POTS
- Collaborated with PI for IRB documentation
- Coordinate credentialing for lab members
- Gathered all pertinent documents for onboarding personnel

Government Contractor for NIH - Bethesda, MD
Patient Care Coordinator | Nov 2020 – June 2022

- Managed patient scheduling and logistical support for clinical research activities, including coordinating patient screenings and departmental meetings
- Maintained accurate records, managed data entry, and prepared reports to support research and clinical operations.
- Served as a bilingual liaison, facilitating communication with Spanish-speaking patients and staff.
- Assisted with administrative tasks such as patient travel arrangements, patient reimbursements, and document management
- Assisted with recruitment of patients onto protocol/ screen referrals
- Coordinated with research nurses to complete outpatient patient schedules
- Requested and reviewed outside medical records and rout to appropriate department
- Schedule diagnostic imaging appointments and other tests/procedures for patients

Shady Grove Fertility- Washington, DC
Administrative Patient Coordinator | Mar 2018 – Oct 2020

- Coordinated physician patient scheduling, communicated travel plans, and managed clinical documentation within EMR systems.
- Provided administrative support to clinicals staff, including preparing office materials and scheduling appointments.
- Facilitated communication between stakeholders and healthcare providers to ensure smooth clinical operations.
- Provided patient/couple counseling, procedure teaching, communicated physician orders and instructions
- Respond to patient calls/emails and prioritize by urgency
- Create and update clinic schedule templates/place reminder calls to patients

Education

Morgan State University- Baltimore, MD
Some College with Relevant Coursework: Business Administration

School Without Walls Senior High School- Washington, DC | High School Diploma Graduated



We have prepared a quote for you

1091092 - COT - Meraki License Renewal

Quote # 026186 Version 1

PREPARED FOR
Cottage City



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

Products & Services

Description		Price	Qty	Ext. Price
Meraki MX64 Advanced Security License and Support, 1 Year - Meraki MX64 Cloud Managed Security Firewall Appliance - License 1 License - 1 Year License Validation Period	The Cisco Meraki logo, featuring the word "CISCO" in blue and "Meraki" in green, with a stylized signal icon above "CISCO".	\$504.90	1	\$504.90

Subtotal: **\$504.90**



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

1091092 - COT - Meraki License Renewal



Prepared by:

PEAKE Technology Partners

Jim Barr
(866) 35-PEAKE
jbarr@peaketechnology.com

Prepared for:

Cottage City

3820 40th Avenue
Cottage City, MD 20722
John Hoatson
(301) 779-2161
townmanager@cottagecitymd.gov

Quote Information:

Quote #: 026186

Version: 1
Delivery Date: 12/08/2025
Expiration Date: 12/29/2025

Quote Summary

Description	Amount
Products & Services	\$504.90

Subtotal: **\$504.90**
Estimated Tax: **\$30.29**
Total: **\$535.19**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

PEAKE Technology Partners

Cottage City

Signature: _____
Name: Jim Barr
Title: Technical Account Manager
Date: 12/08/2025

Signature: _____
Name: John Hoatson
Date: _____

Calling all Winter Snow Angels

Please sign up to assist Town Hall with supporting our Senior Residents with shoveling the snow on their property. If you would like to sign up please call town hall at 301-779-2161

llamando a todos Ángeles de nieve de invierno

Regístrese para ayudar al Ayuntamiento a apoyar a nuestros residentes mayores a palear la nieve en su propiedad. Si desea inscribirse, llame al ayuntamiento al 301-779-2161