



Regular Town Hall Meeting Agenda

Wednesday, June 11, 2025 at 7:00 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be Hybrid - Town Hall & Zoom

<https://us02web.zoom.us/j/86918964855?pwd=WfZaLO7buaQTHq7afVQDUCV8SJjqPI.1>

Phone: 301-715-8592 | Meeting ID: 869 1896 4855 | Passcode: 412935

Call to Order and Roll Call

Pledge of Allegiance

Consent Agenda

- [1.](#) Approval of Minutes
- [2.](#) Approval of Financials
- [3.](#) Public Safety Report
4. Public Works Report (Oral)

Commissioner Reports

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

Old Business

- [10.](#) Vision Insite Software For CCPD (Commission Vote)
- [11.](#) Migration from Barracuda to Proofpoint (Commission Vote)
- [12.](#) Community Garden ARPA Fund Carryover (Commission Discussion)
- [13.](#) Ordinance 2025-02: FY 2025-2026 Budget Approval (Commission Vote)
14. Revised Cottage City Employee Handbook (Commission Vote)
- [15.](#) Documentation for Secondary Employment of CCPD Officers (Commission Vote)
- [16.](#) Port Towns Joint Resolution 2025-01: Form A Community Development Corporation (CDC) (Commission Vote)

New Business

17. Resolution 2025-05: 2026 Circuit Rider Program Supporting Resolution (Commission Vote)
- [18.](#) American Landscaping Tree Trimming (Commission Vote)

19. Community-Led Advisory Group On Business Development In Cottage City (Commission Discussion)

20. Stormwater Issues At The End Of Bunker Hill (Commission Discussion)

Updates

21. Town Manager Update

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).

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 salary information.

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.



Commission Work Session! Minutes

Tuesday, May 06, 2025, at 6:30 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted by Hybrid: Town Hall & Zoom

<https://us02web.zoom.us/j/89670225884?pwd=eklVZW03UElVNW03TzJFcjBOTmR2Zz09>

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

Call to Order at 6:33 PM

Attendees

1. Ward 1-Commissioner Young
2. Ward 1-Commissioner Elect Salsich
3. Ward 2-Commissioner Henderson
4. Ward 3-Commissioner Chair Wheatley
5. Ward 4-Commissioner Givens
6. At-Large-Commissioner Brooks
7. John Hoatson-Town Manager
8. Anthony Ayers- Chief of Police
9. Todd Frankenfield- Treasurer Alta CPA Group (Via Zoom)
10. Kevin Best- Town Attorney
11. Denise Hamler-Resident
12. Amy Sawyer-Resident
13. Mr. Kopecki- Resident
14. Cynthia Henderson-Resident
15. Robyn Barnhart-CPJ
16. Felix- Resident

Review of Agenda

Public Hearing:

For the taxable year beginning July 1, 2025, the Commission of the Town of Cottage City of Prince George's County proposed to increase commercial real property tax rates from \$.6735 per 100 of assessment to \$.72 per 100 of assessment.

The Town Manager stated that currently the Town is having a public hearing for part of the increase of the commercial real property tax. The Town Manager read the information into the record. The Commission of the town of Cottage City of Prince George's County proposed to increase commercial real property tax from point 6735 per 100 of assessment to point 72 per 100 of assessment. The Town Manager stated that Anyone seeking to speak must sign in prior to the end of the Public Hearing. 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. This was advertised in a newspaper of general circulation twice. The Town followed all the guidelines for the constant yield tax rate for the State.

Ward 1

No Comment

Ward 2

No Comment

Ward 3

No Comment

Ward 4

No Comment

At-Large

No Comment

Mr. Kopecki Resident stated to the Town Manager that he stated that the tax information was in the newspaper of general circulation twice, but he doesn't remember seeing it in the Newsletter or anywhere else.

The Town Manager stated that it was also on the Towns social media and Constant Contact.

Mr. Kopecki stated that he doesn't have social media.

Commissioner Chair Wheatley asked if it was placed in the Newsletter.

The Town Manager stated that it wasn't in the Newsletter because it didn't make the deadline, however the requirements are that it must be in general circulation, which is the main requirement to meet by the State.

Business

1. New Website & SeeClickFix Introduction (Civic Plus Team)

The Town Manager was going through the Town's new website and what it has to offer to the community and how to access the multiple languages. The Town Manager explained how to report a concern through the town's website.

Commissioner Chair Wheatley stated that the language translator disappeared when she tried to access it.

Ward 1

Commissioner Young stated that she spoke with some residents that didn't receive the newsletter this month and she wanted to know if the newsletter was mailed out.

The Town Manager stated that the newsletter where hand delivered due to the high cost of the postage and will be sent out via mail going forward if the postage isn't too high.

Ward 2

Commissioner Henderson stated that he thinks the website is wonderful and he has no changes. Commissioner Henderson also stated that he received his newsletter.

Ward 3

Commissioner Chair Wheatley stated that she also received phone calls from residents that didn't receive newsletters and whoever is hand delivering the newsletters make sure they actually go to each resident.

Ward 4

Commissioner Givens stated that the Commissioners can consider giving a small stipend to someone to hand deliver the newsletters in that area in which they are not being covered.

Commissioner Young stated that she received reports from ward two and three that didn't receive the mail.

Commissioner Givens stated that the Town's regular mail man isn't here at the moment.

Commissioner Givens stated that he likes the website and one thing that he wants to make sure is clear is in reference to the SeeClickFix is once the work is sent to the specific departments is that they respond back to the residents so that the resident can know it's been received.

At-Large

Commissioner Brooks thanked the Town Manager for all his hard work on the website, and he stated that he will take a look at the new website.

2. **Port Towns Joint Resolution 2025-01: Form A Community Development Corporation (CDC) (Commission Discussion)**

The Town Manager stated that this is a joint resolution from the Port Towns to establish a Community Development Corporation (CDC). The Town Manager read the information into the record so that the Commissioners could have a discussion. The Town Manager stated that a request for \$15,000 from the town to work with the other municipalities to establish the CDC and start it up.

Commissioner Chair Wheatley stated that she has attended several meetings, and she doesn't recall a dollar amount being stated. Commissioner Chair Wheatley asked the other Commissioners if they recall a dollar amount being stated.

Commissioner Young stated that she doesn't recall a dollar amount, but she does remember the original discussion and when certain people took over the old CDC there was a bunch of money in there. Commissioner Young stated that the Commissioners need to find out what happened to the money.

Commissioner Chair Wheatley stated that per the bylaws the board has to give any funds that remained to another nonprofit. It was decided by the Executive Board. The previous Executive Board decided to give the remaining funds to Echo Farms or a second one in Edmonston.

Denis Hamler Resident stated that there was about \$60,000 dollars still in that account and that they had to pay an attorney to dissolve the organization. The previous board members of the CDC were open to having the funds go into the next CDC, however the bylaws stated previously where the money was going to go and that is what transpired.

Commissioner Givens stated that someone mentioned that the town would have to chip in \$15,000 dollars.

Commissioner Brooks stated that he doesn't remember who designated that amount or when that amount was suggested.

Commissioner Chair Wheatley stated that the other three Port Towns have already signed off on their resolution and the town is actually holding up the process. Commissioner Chair Wheatley stated that the town was not privy to the information.

Commissioner Young stated that she isn't objecting to doing it because they do a lot good for the community, and there needs to be a meeting for all four towns.

Commissioner Chair Wheatley stated that the four Port Towns would start fresh and the Town Manager and Administrators would get together to discuss the process and the set up. Commissioner Chair Wheatley asked the Town Manager if when he finally met with the other Port Town's was this when he found out about the \$15,000 dollars.

The Town Manager stated that when he actually met with the other Port Towns, they had a meeting with Tom who is apart of an organization called Resilience and his organization was the consultant for the CDC. The Town Manager stated that this was when they asked if the \$15,000 dollars would be a hard lift, the Town Manager stated that he didn't know where the dollar amount came from and that was the first time he heard of the dollar amount. The Town Manager stated that he has to bring it to the Commissioners.

Commissioner Chair Wheatley stated that the Town should be apart of the discussion and that the Town shouldn't just be hearing about a dollar amount after it has already been decided. Commissioner Chair Wheatley stated that she does feel as if the Town joining the CDC would be a great benefit, she just would like to have the Town included in the details.

Commissioner Young stated that she doesn't understand why the Town didn't take the money from the previous CDC.

Commissioner Brooks stated that he agrees with the other Commissioners and that the other Port Towns shouldn't be just informing the town about a dollar amount, the Town should be included in the conversation to decide what the dollar amount should be and the process.

Commissioner Chair Wheatley wanted to know how they came up with the \$15,000 dollars and that the Town is a small municipality and it would have been appropriate for the other Port Towns to have had a conversation with the Town first before deciding this amount.

Ms. Hamler stated that the original CDC of the towns did contribute for a number of years, and it was prorated based on the percentage of each of their budgets. Ms. Hamler stated that this may be a good suggestion to bring up to the Port Towns.

Commissioner Chair Wheatley stated that the Commissioners and the Town Manager can bring that up to the other Port Towns. Commissioner Chair Wheatley stated to Commissioner Young that the reason why the Town didn't take the money was because there were some concerns and that is all she can mention in regard to the matter.

Commissioner Henderson stated that he attended the meeting and that he didn't hear any discussion on the Towns contributing \$15,000 dollars.

Commissioner Brooks stated that he would like the Town Manager to find out how that amount of \$15,000 dollars was decided.

Ms. Hamler stated that on the resolution on page four it stated that each participating town shall contribute at least 20% of the total annual expenses, or an equal share of the organization's operational cost. Number 2 grants and external funding. CDC shall serve as a collaborative entity to pursue grant funding and leverage financial resources for community capacity building and infrastructure improvements. Ms. Hamler stated that it appears that they're asking for that on an annual basis, so Ms. Hamler thinks the Town needs to ask the question about the initial money, and then the ongoing contributions.

Commissioner Young stated that in the past they would have yearly meetings and then they stopped. Commissioner Young stated that she feels the one thing that needs to be emphasized is that they need to be yearly public meetings where any and every one can attend.

Amy Sawyer stated that she is thrilled that this is moving forward she thinks that the Town really need a CDC in place. Ms. Sawyer stated when is the meetings happening, is it open to the public, are the minutes available because she doesn't know anything is happening. Ms. Sawyer stated that What is the main difference between the Gateway Development Authority, which includes Mount Rainier and what Brentwood and Brentwood and this new CDC. Ms. Sawyer stated that what happened to the CDC and that the Town needs more clarification on what the amount of contribution would need to be and what the Town is committing to.

The Town Manager stated that he would be happy to speak with Ms. Sawyer about any questions that she had that evening and that she can come by his office.

Commissioner Chair Wheatley requested that the Town Manager speak with the Port Towns and get clarification and then come report his findings at the next meeting.

3. **Port Town Composting (Commission Discussion)**

The Town Manager stated that while he was meeting with the Port Towns Managers there was a discussion about having the Town of Cottage City and the Town of Cheverly participate in composting. The Town of Edmonston has received a grant to start composting for their town and they have asked for the Town of Cottage City, the Town of Bladensburg and all the other towns to participate in doing composting. This is a free program that will run from June up until November. Once November arrives the town will need to revisit the matter because it will be a fee to continue so the Town can discuss the cost and see how they would like to move on from there.

The Town Manager stated that he spoke with Ms. Hamler from the Green Team and she was very excited that this was something that the Town was interested in.

Commissioner Young asked if the Town is going to do it will it be specific instructions on how the residents should do it.

The Town Manager advised Commissioner Young that in the packet it provided instructions.

Commissioner Henderson stated that he wants to make sure that the containers are made very well and sealed.

Commissioner Chair Wheatley stated that the community tried out a composting pilot program and she supports it.

Commissioner Brooks stated that he is excited about it and looking forward to it.

Commissioner Elect Salsich asked what happens to the compost once it turns into soil does it come back to the residents.

The Town Manager stated that he will look into it.

Commissioner Brooks stated that usually it will go to a farm that can use the soil.

Ms. Hamler asked how people will opt into the program and that the compost crew has been doing this for many years. Ms. Hamler stated that she believes that the program should be for a year pilot project to get the people going. Ms. Hamler informed Commissioner Henderson that the company makes the containers great.

Commissioner Young asked how many containers there will be and where they will be located.

The Town Manager stated that each individual will have their own container, and he will get more information to inform the residents and the Commissioners.

4. **America In Bloom Tour Date: July 21 to July 25 (Commission Discussion)**

The Town Manager stated that the town has signed up for the American in Bloom and that they will be coming to tour the town on July 21, 2025, through July 26, 2025. The company will be visiting the town on Monday July 21, 2025, and the town will be providing them with a great tour of Cottage City.

The Town Manager informed the Commissioners that the town had to put up \$500.00 for the American in Bloom members hotel accommodations, and they will be staying in College Park.

Commissioner Young stated that she isn't clear on what the American In Bloom team is doing and why the town needs to pay the \$500.00.

The Town Manager stated that the Port Town has all signed up and because of the good things the town is doing like the Green Team and Community Garden, and it would be a good designation to have for the town.

Commissioner Chair Wheatley stated that because the town is a sustainable community this program helps the town get certified and helps the town on how the town can beautify the community. Commissioner Chair Wheatley also stated that it goes towards keeping up with the town's sustainability certification.

There was no objection to the town giving the \$500.00 for the American in Bloom visit.

Commissioner Chair Wheatley asked the Town Manager where the \$500.00 would be taken out from the budget.

The Town Manager stated that he would let the Commission know and report back at a later date.

5. **Cottage City Resident Stickers (Commission Discussion)**

The Town Manager stated that Ms. Proctor provided a design for the Town for residents' stickers.

Commissioner Young stated that she feels that it's a good idea and she inquired where the stickers would be located.

The Chief of Police stated that it can be located on the right side of the driver's window.

Commissioner Henderson thinks the stickers need to have dates on them and that the Town Hall can create a record.

The Chief stated that there is no need for a visitor pass, it's just for the purpose of the residents so that they can come through to alleviate the long lines.

Commissioner Chair Wheatley stated that she agrees with the Chief that there isn't a need for the visitors pass it for the residents. Commissioner Chair Wheatley stated that she prefers the first one.

Commissioner Givens stated that there is no need for an expiration date.

Commissioner Brooks stated that the visitors pass isn't necessary, take the 2025 off and just get the stickers for the residents.

Commissioner Chair Wheatley asked how soon this can be given out and how many will be given out to the residents.

The Chief stated that the resident has to provide proof that the vehicle is registered to the town.

Commissioner Givens stated that it should be a do not enter sign for the residents from 4 PM to 7:00 PM.

6. **43rd Avenue Stormwater Maintenance RFP (Commission Discussion)**

The Town Manager stated that three of the water maintenance projects have been completed and they are currently working on the final project.

Ms. Barnhart with CPJ informed the Commissioners on what she plans to do in reference to the 43rd Avenue storm water maintenance.

Commissioner Chair Wheatley asked if they will be still doing a French drain.

Ms. Barnhart stated that they will be doing that in two locations so that it can bleed the water off into the trench drain.

Commissioner Chair Wheatley asked if the homeowners would need to be involved.

Ms. Barnhart informed Commissioner Chair Wheatley that the residents don't need to be involved.

Commissioner Chair Wheatley asked how long the RFP will be out for.

The Town Manager informed Commissioner Chair Wheatley that it will be 30 days.

Commissioner Chair Wheatley asked if there would be enough grant money to cover the project.

The Town Manager informed her that there is still enough grant money to cover the project.

Commissioner Givens gave feedback about the project.

Commissioner Chair Wheatley asked Ms. Barnhart if they could set up a meeting at a later date.

Ms. Barnhart stated that she could have a meeting.

Amy Sawyer, resident, asked if this project needs to be reviewed by the Critical Area Commission.

Ms. Barnhart informed Ms. Sawyer that it's not needed because the ground isn't being disturbed through this project.

7. **1st Reading: Ordinance 2025-02: Adopt Budget & Levy Property Taxes FY 2025-2026 (Commission Discussion)**

The Town Manager read into the record the record the 1st read for the Adopt Budget & Levy Property Taxes FY 2025-2026.

Commissioner Chair Wheatley inquired about the numbers that were listed on the slide in reference to the budget.

Mr. Frankenfield informed Commissioner Chair Wheatley that the number was for the assessed value for residential and commercial.

Commissioner Givens inquired about the cost for the street sweeper for the \$20,000 being placed in the budget.

Mr. Frankenfield informed Commissioner Givens that there was an appropriation of \$25,500 and \$20,000 was for the street sweeper.

Commissioner Brooks stated that this was put in the budget, and it wasn't voted on.

Commissioner Givens stated that the floor is open for further discussion.

Mr. Frankenfield informed the Commission that the total includes the Salt Spreader, Plow 500 and the Street Sweeper.

Commissioner asked that the conversation be tabled for further discussion.

Public Comments

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

Felix Resident stated that he is grateful for everything that they are doing and that he can volunteer if they need any assistance.

Amy Sawyer stated that she doesn't fully understand the timeline for the budget, she didn't see a line item for the translation of the meetings. Can the residents still add things to the budget and if the town can publish a timeline for the residents. Ms. Sawyer stated that she would love the town to acknowledge, and public appreciate the teachers and schools in the area.

Commissioner Chair Wheatley stated that it wouldn't be an issue and that the town has done this in the past.

The Town manger informed Ms. Sawyer that the acting Office Manager Ms. Taylor has gotten some quotes for translation services. The Town Manager also informed Ms. Sawyer that there is a budget calendar on the new town's website which is in the middle of June.

Updates

Motion To Go Into A Closed Session:

Motion to suspend the rules and go into a closed session

The motion was made by Commissioner Givens and seconded by Commissioner Brooks.

There was a unanimous vote by the Commissioners. Young-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

Motion to go into a closed session

Motion 8:23 PM

The motion was made by Commissioner Givens and seconded by Commissioner Brooks. There was a unanimous vote by the Commissioners. Young-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

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

The Commission plans to go into a closed session to conduct interviews for the Skilled Public Works Laborer Position.

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 sessions the Chair will announce the reasons, and a report will be issued at a future meeting disclosing the reasons for such closed session.



May Regular Town Meeting Minutes

Wednesday, May 14, 2025 at 7:00 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/82573671277?pwd=Unl6eEJrNTVoNjFmTHULzViZlITdz09>

Phone: 301-715-8592 | Meeting ID: 82573671277 | Passcode: 361522

Call to Order 7:00 PM

Attendees

1. Ward 1-Commissioner Young
2. Ward 2- Commissioner Henderson
3. Ward 3- Commissioner Wheatley
4. Ward 4- Commissioner Givens
5. At-Large Report- Commissioner Brooks
6. John Hoatson-Town Manager
7. Anthony Ayers- Chief of Police (Via Zoom)
8. Todd Frankenfield- Treasurer Alta CPA Group (Via Zoom)
9. Kevin Best- Town Attorney
10. Demetries Ramsey- Election Supervisor and Resident
11. Gerry Mobley-Clerks Office
12. Jolene Ivey-County Council Member
13. Diana Finnell -Delegate
14. Jeff Finnell
15. Tom Litke-Resilience Partners
16. Robin Barnhart- Charles P. Johnson & Associates, Inc. (CPJ)
17. Ann Young- Resident

Pledge of Allegiance

Reading of Election Results - Board of Supervisors of Elections

Election Supervisor Ms. Ramsey read off the election results. Ms. Ramsey stated that there were two candidates Ward 1, Julia Salsich and At-Large John Brooks. The winners of the election were Julia Salsich with 40 votes and John Brooks with 29 votes. The votes were certified by the Election Board.

Swearing-In of Commissioners (Thank you Clerk of the Circuit Court for administering the oaths of office)

Commissioner Chair Wheatley stated that swearing in of the Commissioners would begin. Commissioner Chair Wheatley thanked Commissioner Ann Young for all her many years of service to the residents of Ward One and the Community of Cottage City.

Julia Salsich - Ward 1 was sworn in by Mr. Mobley from the clerk's office.

John Brooks - At-Large - was sworn in by Mr. Mobley from the clerk's office.

Commissioner Chair Wheatley announced that County Council Member Jolene Ivey, and Delegate, Diana Finnell, was in attendance to present the two Commissioners with proclamations.

Delegate Finnell stated that she had citations for the two Commissioners and something for the Town from the State.

Mr. Jeff Finnell read off The Maryland General Assembly official citation of congratulatory offerings to the Town of Cottage City in recognition of being a recipient of the Chesapeake Bay Trust Grant in the amount of \$70,000 for maintaining the vast free canopy and invasive training for the community. Best wishes for all the future endeavors from Senator Malcolm, Augustine, delegate, Donna M. Finnell, and delegate Julian Ivey, of Prince George's County legislative district 47.

Mr. Jeff Finnell read off The Maryland General Assembly official citation of congratulatory for Commissioner Julia Salsich in recognition to the election presented on behalf of Senator Malcolm, Augustine, delegate, Donna M. Finnell, and delegate Julian Ivey, of Prince George's County legislative district 47.

County Council Member Joleane Ivey read off an official citation from Prince George's County Council for Commissioner Julia Salsich.

Mr. Jeff Finnell read off The Maryland General Assembly official citation of congratulatory for Commissioner John Brooks in recognition to the election presented on behalf of Senator Malcolm, Augustine, delegate, Donna M. Finnell, and delegate Julian Ivey, of Prince George's County legislative district 47.

County Council Member Joleane Ivey read off an official citation from Prince George's County Council for Commissioner John Brooks.

Commissioner Chair Wheatley stated that the \$70,000 grant was due to the hard work of Commissioner Brooks and the Town Manager John Hoatson. Commissioner Chair Wheatley thanked them.

Commissioner Chair Wheatley stated that next the Commissioners will need to nominate a Chair, and she will entertain a motion for the Chair.

Motion to nominate a Chair

The Motion was made by Commissioner Givens to nominate Wanda Wheatley and was seconded by Commissioner Brooks. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

Motion to nominate a Vice Chair

The motion was made by Commissioner Givens to nominate John Brooks and seconded by Commissioner Henderson. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

Motion to nominate a Secretary of the Commission

The motion was made by Commissioner Chair Wheatley and seconded by Commissioner Brooks. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

Consent Agenda

1. Approval of Minutes:

April 1, 2025: Work Session

April 9, 2025: Regular Town Meeting

April 29, 2025: Special Town Meeting

Motion to approve the April 2025 Minutes

The motion was made by Commissioner Givens and seconded by Commissioner Henderson. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

2. Approval of April Financials

Commissioner Chair Wheatley inquired with the Town's treasure Mr. Frankenfield on the April financials.

Mr. Frankenfield stated that the April financials look pretty good, and the Town is up \$55,000, meaning revenue has exceeded expenses by \$55,000, which is great, considering the Town is through month, 10 of the fiscal year. Mr. Frankenfield stated everything looks as expected, and the Town is on target to hit budget.

Motion to Approve the April 2025 Financials

The motion was made by Commissioner Brooks and seconded by Commissioner Givens. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

3. Public Safety Report

The Chief stated that the Town had some vehicle break-in and last month they have been working with the County Police Department detectives as well as Williamsburg and Mount Rainier's detectives in reference to a spring of break-in throughout the area. The main area that got hit the most was Laurel City. Laurel City believes it's the same group of people that's going around in cars into all the Northern municipalities and breaking the cars. The suspect is believed to be in a Jeep vehicle and is parking in the middle of the street, getting out, looking at cars, and breaking inside cars or opening up the doors. The Town sent out flyers to the Community and information through social media and there hasn't been any break-in since then. The Chief stated that the Town can work with the County to start a task force to try and identify these groups of individuals which are believed to be an organized group from DC. The Chief stated that he contacted WAZE & Google Maps to make the street a non-access street and they agreed. The Chief stated that since that occurred the number of vehicles cutting through the Town has dropped and the Cottage City Police are enforcing traffic on Cottage Terrace in the afternoon to discourage people from coming through the Town. The Chief stated that the decals for the resident's vehicles are being worked on and once

they arrive the information will be sent out via the newsletter, constant contact and the Towns social media for residents that have registered their vehicles in the city to come pick them up. The Chief stated that he did reach out to five security companies and only one returned the proposal. The Chief stated that he will send it over to the Commission and that he will have them to send over all the communities that they provide security for. The Chief stated that cruiser 126 went down and the estimate for the repairs is \$10,530.00 and he is asking the Commission if he can decommission the vehicle.

Commissioner Givens asked the Chief how many miles are on the vehicle

The Chief stated that he thinks 75,000.

Commissioner Givens stated that he isn't advocating decommissioning a vehicle at this time because the cost of the vehicles was \$50,000. Commissioner Givens stated that the Town can put a new engine in the vehicle and get eight to ten years out of the vehicle. Commissioner Givens stated that one of the avocations is for this take-home car program is that, oh, people are going to take care of the vehicles, and the Town are going to get more longevity out of the vehicles. Commissioner Givens stated that head gaskets typically blow when people let the engines overheat and they keep driving them.

Commissioner Brooks stated to the Chief that he thought starting April 5, 2025, the Police Department would start citing individuals for cutting through traffic and driving on Cottage Terrace.

The Chief stated that he did say the Police Department would be citing individuals that are cutting through Cottage Terrace to avoid traffic.

Commissioner Brooks asked how many citations were given out.

The Chief stated none, because they have been turning individuals around.

Commissioner Brooks stated that the problem is that the days the Police Department are not out there the same individuals are coming down Bunker Hill, and the do not enter traffic signs. They're blowing through them as well, there's a blatant disrespect for traffic, whether it's a few cars or not. They need to be cited at some point.

The Chief stated that he can go back to citing.

Commissioner Givens stated that the Police can't cite at the moment because the proper signage isn't up and available. Commissioner Givens stated that the signs have been ordered.

Commissioner Brooks stated that something needs to be done to alleviate this situation of people cutting through the Town and blowing through the stop signs.

The Chief stated that he will work on a resolution to resolve this issue.

Commissioner Henderson stated that the Chief stated that the cars on the street with DC tags had 60 days to get Maryland tags and does he have an update on that information.

The Chief stated that once 60days comes around then the Police Department can start enforcement and issuing citations.

Commissioner Chair Wheatley asked if the permits for the local traffic only been ordered.

The Chief stated that they have been ordered, and they will arrive in two weeks and once they arrive the information will be sent out via the newsletter, constant contact and the Town's social media for residents that have registered their vehicles in the city to come pick them up.

The Chief requested the Commissioners to vote to repair vehicle 126.

Commissioner Brooks stated that the millage on the vehicle was high and that he believed a conversation with the Officer needed to take place.

The Chief stated that she was written up.

Commissioner Salsich stated that after repair it's expected that the town would have eight to ten more years out of the vehicle.

Commissioner Givens stated that he was shocked to see that the head gasket blew and that if the vehicle was fixed the Town could get eight to ten more years out of the vehicle.

Commissioner Henderson stated that he agrees with getting the repairs and that whoever who had the vehicle didn't take care of it and that in the future it should be monitored.

Commissioner Chair Wheatley stated that she agrees on the repair and then she asked the Chief was the Town Manager made aware of the Officer being written up.

The Chief stated that the Town Manager was aware of the Officer being written up.

Motion to repair Cruiser vehicle 126 in the amount of \$10,500.30

The motion was made by Commissioner Givens and seconded by Commissioner Henderson. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

4. Public Works Report – Oral

Commissioner Givens stated that he's pleased to announce that the Town has identified a candidate for hire and the Town is in the process of conducting the background check and negotiating a start date and the person should be onboard soon. The Town has a new contractor for the grass which the previous contractors were \$17,000 and now it's gone down to \$10,000. Commissioner Givens stated that he didn't factor in the Tot lot, and he will have the Town Manager look into the cost. Commissioner Givens stated that once the new Public Works employee comes onboard, they will fix the trash shed.

Commissioner Brooks stated that he heard about something in reference to the Community Garden.

Commissioner Givens stated that he wasn't aware of American Landscaping cutting the Community Garden.

Commissioner Chair Wheatley stated that Greg and Anthony would come through with the weed whacker.

Commissioner Givens stated that he proposed it to the new contractor Shamrock, and he wasn't opposed of doing it because he is already over there.

Commissioner Brooks thanked Commissioner Givens for putting in all the work he's done for the Town.

Commissioner Henderson stated that he wanted to congratulate Commissioner Givens for all his diligence and hard work.

Commissioner Reports

5. Ward 1

No comment

6. Ward 2

No comment

7. Ward 3

No comment

8. Ward 4

Commissioner Givens asked the other Commissioners to go around there perspective wards and take a look to make sure that nothing needs to be addressed so that if it is they can get it over to the appropriate personnel without the residence having to do so.

9. At-Large Report

Commissioner Brooks stated that he wants to continue to see the Town push the County to come out to clear all the drainages in town. Commissioner Brooks stated that he doesn't want to see flooding in the Town. Commissioner Brooks stated that he and Commissioner Givens will make sure the County comes out and cleans up the drains.

Commissioner Chair Wheatley asked the Town Manager wasn't the landscapers weren't supposed to be cutting the alleyway on 43rd because they haven't been cut.

Commissioner Givens stated that he will follow up about the alleyway.

Commissioner Brooks asked the Town Manager was there an update for the escalation issue with the end of Bunker hill.

The Town Manager stated that he will look into it.

Old Business

**10. Port Towns Joint Resolution 2025-01: Form A Community Development Corporation (CDC)
(Commission Vote)**

The Town Manager read into record the resolution to establish the Port Towns CDC. There was an ask of \$15,000 and the Town Manager stated that the Town of Cottage City wasn't involved with that discussion. The Town Manager informed Commissioner Salisch on the background of creating the Community Development Corporation (CDC).

Commissioner Salsich stated that the Town is much smaller Town than the other municipalities and \$15,000 is a big ask for the Town to contribute.

The Town Manager stated that the Managers of the various Port Towns feel that the Mayors and the Commissioner Chair should have a further discussion on this amount.

Commissioner Henderson asked about each town should do 20 percent does that means that the other 20 percent would be coming from a grant.

The Town Manager stated that he was informed that there was \$12,000 sitting in a fund that can be used for CDC.

Mr. Tom Litke with Resilience Partners explained that his company provides functions to try and improve placemaking and make sure that folks are back outside getting to know their neighbors and trust them.

Commissioner Chair Wheatley stated that she spoke with a few people and back then the CDC was each municipality chipping in based on their size. Commissioner Chair Wheatley feels that the Town does need to have another conversation with the other Towns to work out the amount and she would like to support.

Mr. Frankenfield wrote in the comments he recommends asking for a budget, is the only contribution 15k or is it a 15k contribution annually. What are the revenue streams, and would the CDC be a 501(C)3? With the 4 towns comprising the board?

Mr. Tom Litke with Resilience Partners stated they anticipated that it would be about 60 HA months, about half time, so to speak, and that would get you about \$4,000 a month for 6 to 10 months

Commissioner Givens stated that he would like to support CDC, but he would like to get some clarity based on the size and contributions on an annual basis.

Mr. Frankenfield asked what the revenue streams are.

Mr. Tom Litke with Resilience Partners stated that he has probably raised 25 million in DC, and he has been doing it for over 25 years.

Commissioner Brooks stated that he wants to make sure this benefits the Town and also that it should be a discussion in reference to the amount to contribute.

The Conversation was tabled until further discussion.

11. Port Towns Composting (Commission Vote)

The Town Manager stated that the composting is free and for 20 residents that signs up. It will be free until November. After November the cost will be \$27.00-\$30.00. If the Town wants to move forward the cost will need to be considered after November.

Ward 1

Commissioner Salsich asked if the Town decides to move forward can the town decide in November to no longer participate.

The Town Manager stated that it is correct.

Ward 2

Commissioner Henderson asked if they would be purchasing shipping containers.

The Town Manager stated that they will be providing the shipping containers that will be used for the composting and that's a part of the grant. After November the Town will need to revisit and see if the Town would want to take on this cost.

Commissioner Henderson stated that it would be \$30.00 per home which is \$360.00 a year.

The Town Manager stated that it's free until November.

Ward 3

Commissioner Chair Wheatley stated that she supports composting, and this is something the Green Team has been advertising for it, if the Town decides to continue on after November the Commission needs to figure out where the money is going to come from, if it needs to be placed in the budget now or if there could be another grant.

Ward 4

Commissioner Givens stated that he doesn't agree to the composting.

At-Large

Commissioner Brooks stated that composting is free with the grant, and he made a motion to move forward.

Motion to Approve Port Town Composting until November

The motion was made by Commissioner Brooks and seconded by Commissioner Henderson. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

12. 43rd Avenue Stormwater Maintenance RFP (Commission Vote)

Robin Barnhart with CPJ stated how her, The Town Manager and Commissioner Wheatley, did a walk through and she updated the plans for the Storm Water Maintenance Project. Everything will

be the same and Robin just wants to move forward so the Commission can vote on this to start receiving bids.

Ward 1

No Comment

Ward 2

Commissioner Hendeson inquired if there is a proposal for a contractor at the moment.

Ms. Barnhart, with CPJ stated that there isn't a contractor at the moment and what her company is looking for is for the Commissioners to approve the plans and specifications so that her company can advertise the proposals from contractors. If the Commissioner approves the plans tonight Ms. Barnhart's company can start the advertisement. Ms. Barnhart also stated that the Town Manager will be emailing, posting it on Marketplace as well as the new website. Ms. Barnhart will also be forwarding it to the previous contractors that were used for the previous three projects in the Town. The proposals have to be advertised for 30 days per the grant requirements per funding so it's a very tight timeline to get awarded and funded and have the project completed by September 30, 2025.

Mr. Best asked if the project is going to be serving six homes in the town.

Ms. Barnhart stated yes, but this project was originally dealing with the icing issue on 43rd Avenue, also this project does include replacement of the curb and gutter along the entire length of 43rd Avenue mill and overlay of the whole road. There're also the alleyways that go parallel to Bladensburg, and then it goes up behind the western houses on 43 rd. along the alleyways that go behind the commercial properties. There's a lot of areas that Ms. Barnhart and her colleagues are seeing potholes developing because of the heavy truck traffic. So those are going to be replaced with heavy duty, concrete pavement, there to deal with that maintenance issue that's happening. Then the alleyway up behind the homes on the 43rd will be repaved, and it will also have a curb and gutter put along there to help direct the water down the alleyway and out to 43rd Avenue instead of going into the backs of those homes which was causing another issue where some of the houses were having sump pumps running almost continuously in the wet times of the year. Ms. Barnhart stated that this project is going to serve all the residents on 43rd Avenue and the fact that they're getting a new road.

The residents may not all have the direct piping, because there is not existing downspouts or sump pumps discharging right to the street so the trench range will be tying into the county stormwater system.

Mr. Best asked if the trench drain would be tying into the county stormwater system, that's in the municipal right away.

Ms. Barnhart stated that her company is waiting on a permit to be issued for the actual connection to the County which has been approved.

Ward 3

Commissioner Chair Wheatley asked Ms. Barnhart to explain the Critical Area Commission.

Ms. Barnhart stated that she contacts and spoke with the Critical Area Commission, and they informed her that a permit is not needed but they do have a process that they are documenting it in there system.

Ward 4

Commissioner Givens asked Ms. Barnhart about the plans and suggested another way.

Ms. Barnhart informed Commissioner Givens why they chose to do it the way they did and informed him that her company originally wanted to do a storm drain system to really capture everything, but because of all the existing utilities where located where they were, Ms. Barnhart's company didn't have enough horizontal or vertical clearance to those utilities to put an actual storm drain inlets and pipe system, either in the alleys or up the street on 43rd Avenue, so an inverted system wouldn't work there either, like an inverted road slightly inverted onto the right and the left and going to the center and coming down.

At-Large

Commissioner Brooks stated that the Town Manager has been working to get this project into fruition, and he asked Commissioner Chair Wheatley would she entertain a motion.

Motion to Approve 43rd Avenue Stormwater Maintenance RFP

The motion was made by Commissioner Brooks and seconded by Commissioner Givens. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

13. Street Sweeper & Public Works Equipment (Commission Discussion)

Commissioner Givens gave information on the brand-new pull behind street sweepers. Commissioner Givens stated that it gives the Town the ability to get all the trash as well as the debris, the tree debris. Commissioner Givens stated that you want to buy this new and the Town can also take this as an opportunity to provide it to the other small towns like Edmonton and Colmar Manor, because they're of similar size and provide that as a rental to them, perhaps for \$500, for 3 days for them to do theirs per month. And so, if you did, the math on that that equates to about \$6,000 if they were to buy in, and then, you know, it would help pay for the cost of it.

Ward 1

No Comment

Ward 2

Commissioner Henderson stated that he is for the street sweeper.

Ward 3

No Comment

At-Large

Commissioner Brooks stated that he doesn't think it's the right time.

Commissioner Givens stated that the summertime is the best time for this equipment. If the Town doesn't want to pay for it what is the plan to keep the streets clean.

Commissioner Brooks stated that contacted services and what will be taken out the budget to pay for it.

Commissioner Givens stated that the Town has the responsibility to keep the streets clean and that the Town needs to have a plan.

Commissioner Brooks stated that the plan was to have one Public Works worker and contract everything else because that would make things more efficient in the Town Hall.

Commissioner Givens stated that if the Town gets a street sweeper company to come out the cost would be much more expensive than purchasing the street sweeper.

Commissioner Salsich asked if Mr. Frankenfield had already put the money in the budget for the street sweeper.

Commissioner Chair Wheatley stated that he did and asked Todd to leave the money in the budget.

14. 2nd Reading: Ordinance 2025-02: Adopt Budget & Levy Property Taxes FY 2025-2026
(Commission Vote)

The Town Manager stated that this is the second reading of the budget, and this does need to be passed because the Town has to report to the County and State the new tax rates which are due by Friday. The Town Manager read the second ordinance 2025-02: Adopt Budget & Levy Property Taxes FY 2025-2026.

Commissioner Chair Wheatley stated that she needs to see the complete budget.

Commissioner Givens stated that what needs to be turned into the State is the Property Tax information and the Commission has already done what has been requested.

Mr. Frankenfield asked to consult the Town's attorney because he believes that a vote is needed to pass the tax rates.

Commissioner Chair Wheatley stated that there is a correction that needs to be corrected because the document stating the Town of Cottage City was set for the fiscal year, beginning July 1, 2024, and ending June 30, 2025, at the rate of \$0.4538 for non-commercial real property, and at the rate of \$0.6735 and the Commissioners came up with the rate of \$0.72 for the real property.

Mr. Frankenfield informed Commissioner Chair Wheatley that the statement is in reference to the previous year's taxes.

Commissioner Chair Wheatley inquired about where the new tax rate amount was located.

Mr. Best stated that it's in the argument clause under section two on page 65 and the tax rate needs to be approved with the vote. Mr. Best stated that the Commissioners should do a vote to pass the tax rate.

Motion to Approve the increased commercial property tax rate to 0.72 and the non-commercial property tax rate 0.4538

The motion was made by Commissioner Givens and seconded by Commissioner Brooks. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

Commissioner Chair Wheatley stated that the ordinance 2025-02: Adopt Budget & Levy Property Taxes FY 2025-2026 will be tabled.

New Business

15. Translation Services (Commission Discussion)

The Town Manager discussed the language line services.

Ward 1

No Comment

Ward 2

Commissioner Henderson asked if there would be any sample cost.

The Town Manager stated that the Town can have a demonstration and hear what the Commissioners think on it.

Commissioner Henderson stated that he does think that someone should come and give a demonstration.

Ward 3

Commissioner Chair Wheatley stated that she agrees with Commissioner Henderson

Ward 4

Commissioner Givens stated that there is no need for these types of services because we have residents that communicate fine, and we should consider the English classes and the Town has staff that can communicate with the residence.

At-Large

Commissioner Brooks asked if the residents are requesting or interested in the language services and maybe the Town can put together a flyer and see if they want more translation services. Check with other municipalities and how they engage residents and bring them into the meetings.

Cynthia Henderson resident inquired what is the volume of calls that come in where the residents' needs can't be addressed.

The Town Manager stated that there are two or three calls a week, and the Town does utilize the other staff members when available, also the Town tried purchasing a translator but unfortunately it didn't work so it was returned.

16. Hiring Temporary Office Assistant for Admin Office (Commission Discussion)

The Town Manager stated that the Town has a resident that would like to work with the Town on a temporary basis working on the backlog of minutes, helping out with Cottage City Day and the Firehouse project.

Commissioner Givens stated that the Commissioners already gave approval for the hiring.

Commissioner Chair Wheatley stated that she requested the Town Manager to add this to the agenda and that they will need to discuss this further in a closed session.

Updates

17. Town Manager Update

Commissioner Chair Wheatley asked what was going on with the house on 43rd Avenue.

The Chief stated that Code enforcement staff Perez has put one violation notice to the residents. The resident had five days and after the five days he gave them another violation. The Chief stated that if they haven't fixed the issue then he can give them a citation and go out for abatement.

Commissioner Givens stated when you have a bank you have to send letters out to the registered owners; you have to begin the abatement process.

The Chief stated that the Town has to go through the process of abatement process.

Commissioner Givens stated that when there is a vacant property there is no need to hang the notice because the property is vacant.

Commissioner Chair Wheatley asked what day the abatement was going to start.

The Chief stated that it's up to the court and the court will provide a court date, and he will send it to the court on Friday.

Mr. Best stated that it can take a month for an abatement and that the Commissioners can change the ordinance.

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).

Ms. Young reminisced on her time as a Commissioner and wished the Commissioner good luck in the future.

Motion To Go Into Closed Session

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

The Commission plans to go into a closed session to discuss performance reviews of employees

Motion

The motion was made by Commissioner Givens and seconded by Commissioner Brooks. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions.

Open Session Following Closed Session

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.



Special Town Meeting Minutes

Tuesday, May 20, 2025 at 6:30 PM

Hybrid Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted at Town Hall: 3820 40th Avenue Cottage City, Maryland 20722

Call to Order at 6:32 PM

Attendees

1. Ward 1- Commissioner Salsich
2. Ward 2- Commissioner Henderson
3. Ward 3- Commissioner Chair Wheatley
4. Ward 4- Commissioner Givens
5. At-Large-Commissioner Brooks
6. John Hoatson-Town Manager
7. Kevin Best- Town Attorney
8. Amy Sawyer-Resident

Business

1. Trapping In Garden (Commission Discussion)

Commissioner Brooks stated that the town has a massive groundhog digging holes under everyone's fence at the end of Cottage Terrace. Commissioner Brooks stated that the groundhog is getting between the two-fence post on the side of the garden, and it's starting to eat up pretty much everyone's vegetables. Commissioner Brooks stated that he called the county, and the county informed him that he would need to get a professional trapper. Commissioner Brooks is looking to receive the Commissioners' approval for a professional trapper.

Commissioner Givens stated that he can set a trap and put a cantaloupe inside or does Commissioner Brooks prefer a professional trapper, and the Town Manager can higher one.

Motion

The motion was made by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-abstain, Brooks-Aye. Motion Pass. Four Ayes and One abstention.

Amy Sawyer Resident stated that it's legal to trap groundhogs and that you don't need a permit to do so and that anyone can trap them. Ms. Sawyer suggested that the Commission wait till after Spring because right now is when the groundhog babies are around and judging by their size and appetite it's probably feeding babies. Ms. Sawyer stated that even though you don't need a permit to trap it you do have to have permission to release it into another location or you have the option to euthanizing it. It's recommended that it be released 150 yards from wherever it has been caught. Ms. Sawyer suggested the other side of the river down by Bladensburg Waterfront Park.

That should be fine. The Town can check with MNC, PPC, Parks and Recreation. Or Colmar Manor. There's lots of land out there, but if the town could be delayed for just a short time until the babies are a little bit older that would be good.

Commissioner Brooks asked how long the groundhogs stay with their young.

Ms. Sawyer stated that she isn't sure.

Commissioner Brooks stated that he will do some research.

2. Motion To Suspend The Rules To Vote To Go Into A Closed Session (Commission Vote)

The Motion was made by Commissioner Henderson and seconded by Commissioner Brooks. There was a unanimous vote by the Commissioners. Salsich, Henderson, Wheatley, Givens & Brooks. Motion Pass. No nays or abstentions.

Closed Session

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.

3. Motion To Go Into A Closed Session (Commission Vote)

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 secondary employment of the CCPD, and other HR matters.

Open Session Following Closed Session

Motion to go into closed session 6:43 PM

The motion was made by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-abstain, Brooks-Aye.

Motion Pass. Four Ayes and One abstention.

Adjournment

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

Town of Cottage City

Item # 2.

Balance Sheet As of May 31, 2025

	TOTAL	
	AS OF MAY 31, 2025	AS OF MAY 31, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	303,171.04	648,873.94
1010 Savings - Capital One	5,192.37	5,188.38
1014 US Bank x5954	12,725.00	13,175.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	743,419.36	710,632.46
1060 Truist MM x4603	101,957.86	101,947.67
1061 Truist Operating Checking x1118	534,475.51	53,010.62
1062 Truist Public Fund Checking x6369	148.46	1,328.43
1063 Truist Public Fund Checking x0549 (deleted)	0.00	2,652.96
1065 Capital One CD	98,967.97	98,967.97
1072 Bill.com Money Out Clearing	1,864.00	2,368.67
1100 Truist - ARPA x0408 (deleted)	0.00	262,450.92
Total Bank Accounts	\$1,802,387.60	\$1,901,063.05
Accounts Receivable	\$76,696.72	\$68,878.57
Other Current Assets	\$74,683.26	\$81,648.95
Total Current Assets	\$1,953,767.58	\$2,051,590.57
TOTAL ASSETS	\$1,953,767.58	\$2,051,590.57
LIABILITIES AND EQUITY	\$1,953,767.58	\$2,051,590.57

Town of Cottage City

Item # 2.

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

July 2024 - May 2025

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential	438,717.85	430,069.00
4006 Real Estate Taxes - Commercial	328,110.36	339,519.00
4015 Personal Property Taxes	51,868.75	40,000.00
4025 Income Tax	94,216.94	105,000.00
4030 Highway User Tax	37,741.56	54,311.00
4035 Fines & Forfeitures	6,446.54	4,000.00
4040 Red Light Camera Fines	39,306.19	300,000.00
4041 Speed Camera Fines	352,469.71	245,000.00
4055 Franchise Fees (Cable TV)	13,897.12	18,000.00
4065 Licenses - Town	4,149.09	6,000.00
4075 Permits		1,000.00
4080 County Disposal Rebate		3,440.00
4085 Police Aid	26,868.00	26,550.00
4095 Interest Income	29,680.81	10,000.00
4100 Public Works - Abatements		2,000.00
4102 Town Hall Rental	1,050.00	1,800.00
4106 Solar Renewable Energy Credits		6,075.00
4107.1 Donations	2,100.00	3,000.00
4200 Miscellaneous	3,449.85	
Total 4000 Operating Revenue	1,430,072.77	1,595,764.00
4106.5 Grant Revenue		
41040 Bond Bill		500,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00
4112 PD Accountability Program	11,250.39	
4114 First Responder Camp/Community	15,578.07	10,500.00
4120 CDBG Grant - Infrastructure	360,307.29	753,225.00
4130 Cable - PEG - Broadcast Equip.	3,619.50	10,570.00
4135 Community Parks & Playgrounds	200.00	
4140 CB Trust - Urban Tree Grant	2,255.00	
4141 MD DHCH - NED Grant		185,000.00
4144 Fed-Stormwater		670,000.00
4146 Community Engagement and Outreach Initiative	18,105.40	35,000.00
Total 4106.5 Grant Revenue	411,315.65	2,309,295.00
4201 Appropriated from Fund Balance		1,730,000.00
4202 Appropriated from Fund Balance ARPA		254,000.00
Uncategorized Income		
Total Income	\$1,841,388.42	\$5,889,059.00
GROSS PROFIT	\$1,841,388.42	\$5,889,059.00
Expenses		
5000 General Government		

Town of Cottage City

Item # 2.

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

July 2024 - May 2025

	TOTAL	
	ACTUAL	BUDGET
5005 Salaries	97,136.99	140,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	30,733.22	31,400.00
Total 5005 Salaries	127,870.21	173,900.00
5007 Temp Services	38,803.38	
5015 Payroll Taxes	9,516.36	11,200.00
5020 Life Insurance	1,113.33	4,000.00
5025 Health Insurance	6,384.56	24,000.00
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	10,226.64	1,700.00
5040 Audit Fee	14,144.30	12,000.00
5045 Bus Service	1,100.00	13,000.00
5065 Community Enhancement		
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
5065.71 Green Team	362.86	1,200.00
5065.73 Food Pantry		5,000.00
5065.9 Summer Camp		900.00
Total 5065 Community Enhancement	2,362.86	14,600.00
5070 Community Garden	5,040.04	3,500.00
5085 Contractual Services (Accounting Fees)	46,771.61	34,000.00
5086 Cell Phone	232.61	1,000.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses	225.40	1,200.00
5100 Insurance - Gen. & Public Offic	2,596.00	4,000.00
5105 Insurance - Town Hall		1,000.00
5107 IT Support	19,310.09	12,000.00
5115 Legal Fees	36,463.00	66,000.00
5120 Miscellaneous	2,298.05	1,500.00
5125 Membership Dues	2,440.71	2,400.00
5130 Commissioner Municipal Convention & Conf.	4,342.08	14,700.00
5135 Office Expense	27,098.02	26,000.00
5140 Printing & Legal Ads	5,417.24	1,000.00
5150 Special Events	394.51	
5150.1 Arts & Education		2,500.00
5150.10 Port Towns Meeting		300.00
5150.11 Adult Mixer	630.33	500.00
5150.12 English Classes		2,000.00
5150.13 Black History Month	1,452.11	800.00
5150.14 Hispanic Heritage Month		800.00

Town of Cottage City

Item # 2.

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

July 2024 - May 2025

	TOTAL	
	ACTUAL	BUDGET
5150.15 Woman's History Month		800.00
5150.16 Native American Heritage Event	114.00	600.00
5150.18 Port Towns Legislative Dinner		300.00
5150.19 PGCMA - Town Sponsored Mtg		100.00
5150.2 Easter Egg Hunt	509.59	800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00
5150.22 Juneteenth		300.00
5150.3 Cottage City Day	17,907.09	12,000.00
5150.4 Halloween	425.95	750.00
5150.5 Breakfast with Santa	1,416.56	1,400.00
5150.55 July 4th Event		300.00
5150.6 Community Block Parties		1,000.00
5150.7 Refreshments	2,420.98	1,000.00
5150.8 Senior Harvest Dinner	735.18	500.00
5150.81 Seniors Camp		500.00
5150.9 Winter Employee Appreciation		2,000.00
Total 5150 Special Events	26,006.30	29,350.00
5160 Town Communications	6,817.98	8,000.00
5165 Town Hall Maintenance & Repairs	11,868.75	12,000.00
5170 Town Hall Utilities	29,253.94	21,500.00
5175 Staff Training	1,738.65	4,000.00
5180 Treasurer's Bond		175.00
5190 Bank Fees	559.93	
5196 Website Hosting	11,949.20	5,200.00
Total 5000 General Government	452,946.24	511,925.00
5200 Public Works		
5205 Salaries	81,492.75	200,000.00
5206 Overtime	287.28	5,000.00
Total 5205 Salaries	81,780.03	205,000.00
5210 Payroll Taxes	6,607.70	16,000.00
5211 Health Insurance	10,288.78	10,500.00
5212 Life Insurance	1,532.00	1,450.00
5213 Retirement Benefits		10,500.00
5215 Workers Comp Ins.	8,501.40	22,000.00
5230 Equipment Maint & Operating Exp	12,935.05	20,000.00
5232 Gasoline	3,456.09	8,000.00
5235 Highway Lighting	16,541.89	24,000.00
5237 MML & Training Expenses	6,970.90	2,000.00
5240 Abatements		2,000.00
5241 Cell Phone	3,562.88	500.00
5260 Roadway/Sidewalk Const. Maint. & Supplies	24,328.27	7,500.00
5271 Maintenance	30,960.86	15,000.00
5272 Tree Maintenance	4,929.48	10,000.00

Town of Cottage City

Item # 2.

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

July 2024 - May 2025

	TOTAL	
	ACTUAL	BUDGET
5280 Uniforms	42.36	800.00
5285 Vehicle Insurance	4,500.00	3,500.00
5287 Truck Maintenance	9,494.85	5,000.00
5305 Dumping Fees	20.00	2,400.00
5315 Mosquito Control	1,438.41	2,300.00
5320 Waste Collection & Disposal	68,498.56	118,100.00
5322 Code Software		3,500.00
Total 5200 Public Works	296,389.51	490,050.00
5400 Police Department		
5405 Salaries	317,040.26	366,000.00
5406 Overtime	261.77	10,000.00
Total 5405 Salaries	317,302.03	376,000.00
5415 Payroll Taxes	19,360.09	32,495.00
5420 Life Insurance	7,010.13	4,500.00
5425 Health Insurance	37,235.01	41,000.00
5430 Retirement		17,500.00
5435 Workers Comp Ins.	30,760.96	28,000.00
5440 Applicant Screening & Shots		1,000.00
5445 Auto Insurance	25,151.00	20,000.00
5478 Legal		3,000.00
5485 National Night Out	328.25	1,000.00
5490 Office Expense & Operating Cost	19,450.98	12,000.00
5495 Police Liability Insurance	11,500.00	11,500.00
5500 Police Supplies	200.60	2,000.00
5505 Training	3,223.91	6,000.00
5506 Training - Police Chief	2,468.45	6,000.00
5515 Uniforms & Accessories	2,723.11	12,000.00
5520 Vehicle Operation & Maintenance	8,324.23	15,000.00
5525 Gasoline - PD	16,553.53	21,500.00
5534 Police Community Outreach	3,945.90	8,000.00
5537 Lexipol Law Enforcement	2,742.10	4,413.00
5538 Police Explorer Program	1,732.92	5,000.00
5539 SilverTrac	2,835.00	2,160.00
5540 Axion Tasers	3,689.14	10,000.00
5541 In Car Camera Upgrades	2,552.82	2,700.00
5542 Lefta System		2,200.00
5543 Obvio		8,500.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program	5,925.00	152,000.00
5600 Speed Camera		
5600.1 Salaries		107,000.00
5600.2 Benefits		26,400.00
5600.3 Other Costs		35,200.00

Town of Cottage City

Item # 2.

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

July 2024 - May 2025

	TOTAL	
	ACTUAL	BUDGET
5600.4 Vehicles		12,100.00
5600.5 Speed Camera Vendor Fees		98,000.00
Total 5600 Speed Camera		278,700.00
Total 5400 Police Department	525,015.16	903,468.00
6000 Grant Expenditures		
6002 MD DHCD - NED Grant		185,000.00
6006 DHCD - Community Surveillance Project	11,889.25	
6010 CDBG Grant - Infrastructure	343,662.78	753,225.00
6014 First Responder Camp/Community	2,537.88	10,500.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6018 Community Engagement and Outreach Initiative	16,627.13	35,000.00
6021 Cable - PEG - Broadcast Equip	11,561.82	10,570.00
6044 Fed-Stormwater	925.00	670,000.00
6052 Bond Bill Expenses Firehouse	29,200.00	500,000.00
6054 ARPA Grant Expense	58,768.69	
6054.1 Family Relief Program	23,726.66	30,000.00
6054.15 ARPA Food Bank	13,981.84	15,000.00
6054.7 Grant Writer Salary	50,924.92	65,000.00
6054.8 Grant Writer Fringe	12,589.36	24,250.00
Total 6054 ARPA Grant Expense	159,991.47	134,250.00
Total 6000 Grant Expenditures	576,395.33	2,488,545.00
6500 Capital Outlays		
6501 General Government Capital Outlays		
6505 Capital Equipment		11,000.00
6507 Town Hall Improvements		26,000.00
6511 Maryland Heritage Authority Match (MHAA)		90,000.00
6512 Maryland Historical Trust Match (MHT)		100,000.00
Total 6501 General Government Capital Outlays		227,000.00
6600 Public Works Capital Outlays		
6606 Facility Maintenance	2,661.61	7,500.00
6607 PW New Equipment		11,000.00
6615 Street Maintenance	401.03	12,500.00
Total 6600 Public Works Capital Outlays	3,062.64	31,000.00
6700 Police Capital Outlays		
6701 Capital Outlays - Police Dept	23,055.90	18,200.00
Total 6700 Police Capital Outlays	23,055.90	18,200.00
Total 6500 Capital Outlays	26,118.54	276,200.00
Total Expenses	\$1,876,864.78	\$4,670,188.00
NET OPERATING INCOME	\$ -35,476.36	\$1,218,871.00
NET INCOME	\$ -35,476.36	\$1,218,871.00

Town of Cottage City

Item # 2.

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

July 2024 - May 2025

COTTAGE CITY POLICE DEPARTMENT

Monthly Report



May, 2025

“To Protect and Serve”

CHIEF OF POLICE

COTTAGE CITY POLICE DEPARTMENT

Calls Handled

May

911 Disconnect	9
Accident	1
Animal Complaint	1
Break In Report	0
CDS Complaint	0
Check Welfare	2
Check Welfare Combined	2
Disorderly	3
Domestic	1
Family Dispute	1
Hit And Run	4
Lock Out	1
Lost Property	1
Loud Music Complaint	7
Misc Police Incident	9
Noise Complaint	5
Overdose Combined	1
Party Complaint	1
Premise Check	3
Property Alarm Commercial	2
Residential Alarm	2
Residential Panic Alarm	1
Suspicious Auto	2
Suspicious Occ Auto	2
Suspicious Person	2
Theft From Auto	1
Theft Report	2
Traffic Complaint	4
Trespassing Complaint	1
Unknown Trouble	5
Vandalism	0
Vehicle Accident Combined	1
Total	77

COTTAGE CITY POLICE DEPARTMENT

COMPLAINTS/CRISIS HANDLED

No complaints / No Crisis during May.

PROJECTS

COMPLETED EVENTS / UPCOMING EVENTS PREPARATION

May Events:

- Seat Pleasant Day (May 3, 2025)
- Mount Rainier Day (May 24, 2025)

June Events:

- Benefits Meeting (June 5, 2025)
- Brentwood Day (June 7, 2025)

TRAINING

- Police Accountability Board Conference (June 22 – 25, 2025)
 - o Sgt. M. Hayes

UPCOMING TRAINING

- o No Training

CCPD EXPLORERS

Meetings and training during the month.



Proposal for: Cottage City Police Department

ITEM	User Count	Monthly	Annual
Vision InSites Software	10 Officers (Admins not included)	\$236.25	\$2,835
Concierge onboarding and dedicated support	-	-	Waived
Add ons	-	-	-
			\$2,835.00

Unlimited sites and backend login access*

- Unlimited use to all software features shown*
- Dedicated point of contact*
- Automatic text or email notifications*
- [Interactive Daily activity report>>](#)
- Ability to manage software through a phone or tablet*
- Secure hosting through AWS*
- Quick setup with free import into Vision Insites*
- Branded marketing materilas*

Proposal Prepared for: **Chief Anthony Ayers**
chief1@cottagecitymd.gov / (301)-232-7017

Proposal Prepared by: **Thomas Johnson**
thomas@visioninsites.com / (949) 257-2333



We have prepared a quote for you

COT - Migration from Barracuda to Proofpoint

Quote # 024866 Version 1

PREPARED FOR
Cottage City



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

Products & Services

Description		Recurring	Qty	Ext. Recurring
Barracuda Essentials - Advanced Email Security ** Barracuda Essentials - Advanced Email Security is projected to increase to \$4.25 in June		\$2.65	-21	(\$55.65)
Proofpoint Advanced+ Email Security (Monthly, Per-User) - Spam, virus, and zero-hour threat protection - Outbound filtering, email encryption and data loss protection (DLP) - Disaster recovery with email continuity - Advanced reporting		\$5.13	21	\$107.73

Subtotal: **\$52.08**



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

COT - Migration from Barracuda to Proofpoint



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 #: 024866

Version: 1
Delivery Date: 05/08/2025
Expiration Date: 05/28/2025

Expenses Summary

Description	Amount
Products & Services	\$52.08
Total: \$52.08	

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: 05/08/2025

Signature: _____

Name: John Hoatson

Date: _____



Item # 12.

Denise Hamler <denisehamler@gmail.com>

PLEASE REVIEW THIS for accuracy so I can send over to them asap -- ARPA Funds Designated for the Cottage City Garden - Documentation from April 19, 2023 - May 2025

1 message

Denise Hamler <denisehamler@gmail.com>
 To: Diana G <dguespe@gmail.com>
 Cc: Denise Hamler <denisehamler@gmail.com>

Tue, May 27, 2025 at 4:35 PM

Dear John H and Treasurer Todd,
CC: Garden Treasurer Diana Gulespe, Wanda Wheatley

Denise Hamler, Coleader of the Cottage City Community Garden, met with John H on May 27, 2025 to discuss the issue with allocating the recent garden purchases to the original ARPA funds. Through this discussion we realized that due to staffing changes through the years that the original ARPA allocation needed to be reviewed per the decisions that were made back to April 2023. Below is my attempt to document all the discussions/decisions made/ allocation of monies per the \$25,000 original allocation to the garden from the ARPA funds in 2023.

1) In April 2023 when residents learned that there were remaining ARPA funds the Garden and Green Team presented this letter in a town meeting to request funds be spent to benefit the residents: Denise Hamler and Diana Gulespe on behalf of the two team presented this letter - per the mandate of the garden and Green Team:

LETTER to Commissioners:

April 19, 2023

Dear Cottage City Commissioners, Carol Richardson and Greg Pinkney,
RE: Community Requests for ARPA Funds

Thank you for allowing the Cottage City residents to learn how the town has allocated and spent the approximately \$700,000 of the \$1.1 million and asking for our feedback on how the remainder of the funds could be allocated.

The Cottage City Community Garden and Cottage City Green Team/Tree Canopy Committee are asking that the following projects be funded from the ARPA Program:

a) Cottage City Green Team's Tree Canopy Committee has been working for two years with the town to locate funding for new tree plantings, removal of dead or diseased trees and trimming our mature tree canopy on town property. We are pleased to submit a new request that we believe will further aid in the preservation of our tree canopy. There are many mature trees on private properties that require significant attention. The committee walked the neighborhood and identified approximately 50 trees and they have been cataloged in our Goggle document. Understanding that tree maintenance is the property owner's responsibility, we also understand that this expense is often not possible for families. REQUEST: We are asking that \$25,000 from the remaining ARPA funds be allocated for residents to request tree maintenance assistance.

We will work with the town to design a fair process for allocations of the funds.

We also realize that the need far exceeds the requested amount.

DECISION MADE TO ALLOCATE \$25,000.

b) Cottage City Community Garden has been a community asset for well over a decade. The garden currently serves 32 community families with a place to grow food for their families. The co-leaders and the committee members have worked tirelessly over the last five years to acquire grant monies and town resources to do much needed improvements to the garden and increase the reach of the services to the community. Request: At this times we request \$25,000 from the remaining ARPA funds to assist in the following projects:

DECISION MADE: THE COTTAGE CITY COMMISSIONERS ALLOCATED \$25,000 TO THE GARDEN FOR FO PROJECTS.

* Our **beekeeping operation** that assists with the pollination and the health of the garden requires a new shed to house the supplies that are expensive and need secured.

2024: DECISION MADE: IN THE SPRING OF 2024 THE UNIVERSITY OF MARYLAND CLASS BUILT US A SHED AND DELIVERED IT TO THE GARDEN SO WE DID NOT HAVE TO SPENT THESE RESOURCES ON A NEW SHED - THEY DONATED THE SHED AND LABOR

DECISION MADE: TO BUY BEE SUPPLIES AND A NEW HONEY ELECTRIC EXTRACTOR

* The original cistern that provides water to the garden, fondly dedicated to the builder Demetrius Givens, is in need of a roof to protect it and to allow us to harvest rainwater for use. This would then allow us to use less water from the city water supply.

* The deer fence/ground hog fencing is 10 years old and requires replacement. This keeps the wildlife out and the garden growing.

* The raised beds that are 3 feet tall (and metal) allow for gardeners to better access their garden beds. These are ADA compliant. We have several low beds that need replaced by the larger metal beds to complete the rebuilding.

As you consider the long term work and accomplishments of these important committees we ask that you consider allocating 10 hours a week of staff time to assist the volunteer leaders to better accomplish our shared goals of making Cottage City a more resilient and sustainable town. We are certified under the Sustainable Maryland Certification program and our recertification is in 2024.

Thank you for your support of these activities in the neighborhood. The committees are led by volunteers and the work is done by community residents. We are available for questions and conversation.

All the activities of the Cottage City Community Garden and Green Team/Tree Canopy Committee can be seen on the Cottage City website and Cottage City Garden website.

We look forward to moving ahead as we become a healthier Prince George's County municipality and a model in the county.

Respectfully,

Denise Hamler, Co-leader of the Green Team/Tree Canopy Committee

Diana Guelespe, Co-leader of the Cottage City Community Garden

2) Reporting on the use of the ARPA Funds: to gardeners and commissioners:

ARPA Projects: notes from 1/20/2024 meeting

Fence work: Long Fence is scheduled to complete the work on Jan. 26, 2024.

Bed signs: The Town mistakenly only ordered one metal stake. Diana will ask them to complete the full purchase request.

Bee shed: Will be purchased after the fence work is completed. Some extra shelving may be purchased for the existing shed.

Hoop House cover: Brian has purchased the plastic. It will be placed after the fence work is completed.

Raised metal bed: One metal bed with a new design has been purchased. Diana and Brian will assemble it when the weather allows.

Cistern Roof: The gardeners (6) discussed the three quotes. We eliminated the quote from Dwell Build (cost was too high). The two we are looking at and doing more research on are: Love & Carrots (approx.\$6-7k) and Demetrius (approx. \$1,600 + volunteer labor). The budget for this project was \$7-10k (per the Garden request of the ARPA money). Discussion focused on potentially changing the slant on the roof to make sure both designs can provide maximum shading and shading materials. Ideal timeline for the project to be completed is mid-march, prior to the start of the season. **The next steps are to get the info below and re-group on a zoom call on Feb 3rd to make a decision.**

Here are the garden beds I suggested we purchase at the last garden meeting. This is from a different company than the white one but has all of the same eco-friendly materials. It also has brackets on the sides and hooks that come together in the middle for added support which should help with the buckling. See attached picture. When we walked around the garden I noted 5 low beds and 4 high beds to be purchased. The total would be about \$2k. Let me know if I should have the town go ahead and place the order.

Item # 12.

Tall (29 inches high) 4x8 garden bed in Sage color, \$299 each:

<https://shop.epicgardening.com/products/birdies-large-raised-garden-bed-29-tall?variant=42495964152004>

Low (15 inches high) 4x8 garden bed in Sage color, \$199 each:

<https://shop.epicgardening.com/products/birdies-large-raised-garden-bed-15-short?variant=42495963660484>

3) 12/2023 - New Fencing

The community garden met recently and reviewed four quotes to have part of the deer fence replaced. This was one of the projects we plan to use the ARPA funding for. We chose to go with Long Fence company. Their estimate for \$5,898 is attached. They plan to complete the work sometime the first week of January. **Could you prepare a check for the total amount and have it ready by December 31?**

4) 12/2024- HONEY EXTRACTOR PURCHASE

The beekeeping committee would like to purchase an electric honey extractor. See link below. We discussed this purchase in a previous garden meeting and Wanda said it was ok to purchase with the ARPA Garden funds (Budget Code 6054.14). Let me know if you have any questions.

<https://www.dadant.com/catalog/honey-harvesting/honey-processing/extractors/4-frame-power-honey-extractor-m00408>

5) 2024-2025 Rebuilding Garden Beds

sample bill attached

Diana has been corresponding and working with our neighbor Roello about rebuilding the beds and giving us estimate on the costs.

We have approved this work and it is within our ARPA budget.

He will possibly start this weekend.

ALL the beds have been marked for work

Low Beds to be replaced have **red flags** in them and they are
BEDS 15-21-22-26-30

High Beds to be replaced have Green flags in them and they are
Beds 7-9-17-29

6) 2025-2026 Town Budget

Diana and Denise attended the first town 2025-26 budget feedback session and requested **\$3,500** in the budget for the coming year.

(\$600 of that is earmarked for the beekeeping operation)

This captures the decisions made and allocations per the ARPA funds.

The recent purchases of additional fence work, four new beds and a new order for two more beds should all be coded to the ARPA funds NOT to the Cottage City operating funds.

7) The final word:

Diana Gulespe has turned in every Garden invoice, bill, expense with the correct coding - ARPA and/or Operating.

She has nothing more to provide to your staff and town treasurer. You need to allocate them per your budget. FYI - we did not come even close to spending the original amount of \$25,000 that was allocated. *WARRA*

I know there is a lot of information here - so I am willing to walk thru it again with John H and Treasurer Todd,

Respectfully,

Denise Hamler

240-476-4349

VOLUNTEER,

Garden co-leader

ORDINANCE 2025-02

**AN ORDINANCE OF THE COTTAGE CITY COMMISSION TO ADOPT A BUDGET
AND LEVY PROPERTY TAXES
FOR THE 2025-2026 FISCAL YEAR**

WHEREAS, Sections 38, 39, and 40 of the Charter of Cottage City requires the Cottage City Commission to adopt an annual budget containing anticipated revenues and appropriations for public purposes; and

WHEREAS, each fiscal year of the Town commences on July 1 and ends by the following June 30, pursuant to Section 38 of the Charter of the Town; and

WHEREAS, Section 39 of said Chapter, requires that before adopting the budget the Commission shall hold a public hearing thereon after two weeks' notice thereof in some newspaper or newspapers having general circulation within the municipality; and

WHEREAS, Section 46 of the Cottage City Charter provides that the Budget Ordinance shall constitute the tax levy for the fiscal year; and

WHEREAS, the Cottage City Commission enacted Ordinance 2016-06 on October 12, 2016, thereby amending the Code of the Town of Cottage City by adding Chapter 13 (Assessments and Taxation), Article 1 (Property Classification) by creating, defining, and designating certain tax classifications for residential and commercial real property situated within the Town and subject to municipal taxation, and generally relating to municipal taxation; and

WHEREAS, after several special meetings, the Commission has prepared a budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, containing anticipated revenues and proposed expenditures; and

WHEREAS, the Town of Cottage City Budget as developed by the Commission and staff, is indicated herein below; and

WHEREAS, the current Real Property Tax Rates for the Town of Cottage City were set for the Fiscal Year beginning July 1, 2024, and ending June 30, 2025, at the rate of \$0.4538 for Noncommercial Real Property, and at the rate of \$0.6735 for Commercial Real Property; and

WHEREAS, according to the State Department of Assessments and Taxation, the Town's real property net assessable base for Noncommercial Real Property and Commercial Real Property for Fiscal Year 2026 will be \$102,744,895 and \$55,845,402 respectively, and the constant yield tax rates (CYTR's) for the two classes of real property according to SDAT's certifications are \$0.4186 (noncommercial) and \$0.6158 (commercial) respectively; and

WHEREAS, Charter, Section 39 prescribes that before adopting the budget the Commission shall hold a public hearing thereon after two weeks' notice thereof in some newspaper or newspapers having general circulation within the municipality, and the Commission may insert new items or may increase or decrease the items of the budget; and

WHEREAS, pursuant to § 15 of the Town Charter, in cases of emergency, as determined by the Commission, the provision that an ordinance must be passed not less than six (6) nor more than sixty (60) days after the meeting at which it was introduced may be suspended by the affirmative votes of four members of the commission; and

WHEREAS, pursuant to § 5-205 of the LG Art. of Md. Ann. Code, a municipality may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

WHEREAS, the Cottage City Commission finds that it is more efficient and cost-effective to maintain a supplemental, detailed, line-item budget for the day-to-day management of the finances of the Town while adopting into law before the new fiscal year, as an emergency or regular measure adopted at just one or two meetings, the formal budget having the consolidated or major line items as stated herein below; and

WHEREAS, the Cottage City Commission has deemed it appropriate to adopt this budget ordinance after its introduction at a subsequent town meeting such that it will take effect upon the commencement of the next fiscal year.

NOW, THEREFORE, BE IT ORDAINED BY THE COTTAGE CITY COMMISSION, in special or regular session assembled, that the Town of Cottage City Budget containing anticipated revenues and proposed expenditures as indicated below, are hereby adopted for fiscal year 2026, beginning July 1, 2025, and ending June 30, 2026.

Section 1. The Fiscal Year 2026 Budget shall be divided into the following major anticipated revenue funds or groups having the estimated amounts as indicated below:

<u>REVENUE SOURCE</u>	<u>PROPOSED BUDGET</u> <u>AMOUNT</u>
Taxes	\$1,013,344
Intergovernmental	\$80,861
Fines, Charges & Misc. Fees	\$358,000
Grants	\$1,911,385
Other	\$54,800
Appropriated from Fund Balance	\$1,710,545
Total Revenues:	\$5,128,935

Section 2. The total of the anticipated revenues and any estimated fund balance available for expenditure during the fiscal year within each of the aforesaid categories of the FY 2026 Budget Ordinance shall equal or exceed the total of the proposed expenditures within the following general classification of expenditure or major appropriations having the amounts as indicated below:

<u>EXPENDITURES</u>	<u>PROPOSED BUDGET</u> <u>AMOUNT</u>
General Government	\$ 522,870
Public Works	\$ 297,749
Police Department	\$ 655,747
Grant Expenditures	\$2,084,730
Capital Outlays	\$227,200
Fund Balance to Next Year	\$1,340,639
Total Expenditures:	\$5,128,935

AND BE IT FURTHER ORDAINED that the Cottage City Real Property Tax (Noncommercial Real Property) for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026, shall be at the rate of \$0.4538 per \$100.00 of assessed real property value, and such tax is hereby levied on all real property located in Cottage City that is subject to municipal taxation.

AND BE IT FURTHER ORDAINED that the Cottage City Real Property Tax (Commercial Real Property) for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026, shall be at the rate of \$0.7200 per \$100.00 of assessed real property value, and such tax is hereby levied on all real property located in Cottage City that is subject to municipal taxation.

AND BE IT FURTHER ORDAINED that the Cottage City Business Personal Property Tax for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026, shall be at the rate of \$1.35 per \$100.00 of assessed property value, and such tax is hereby levied on all personal and operating property located in Cottage City that is subject to municipal taxation.

AND BE IT FURTHER ORDAINED that notwithstanding this budget ordinance, the FY 2026 Budget may be presented and discussed in further detail by enumerating additional sub-categories or detailed items pertaining to either revenues or expenditures as deemed necessary and expedient by the Cottage City Commission (the "Detailed Budget"), and although not considered incorporated by reference or formally part of this FY 2026 Budget Ordinance, the Detailed Budget, unless subsequently modified by the Commission, shall 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 BE IT FURTHER ORDAINED that all budget amendments transferring monies between major revenue funds, line items, classifications and/or major appropriations as reflected in this FY 2026 Budget Ordinance shall be submitted to the Cottage City Commission for approval, from time to time, by ordinance, and minor budget changes or amendments, however, occurring within certain specified sub-categories or the various detailed items not reflected herein above but shown in the Detailed Budget, shall be approved from time to time by the Town Manager subject to review and approval by the Cottage City Commission as recorded in the journal of its proceedings.

AND BE IT FURTHER ORDAINED that the Town Manager shall give notice of the making of the levies and budget approval by posting a notice thereof in some public place or places in the Town.

AND BE IT FURTHER ORDAINED AND ENACTED, that 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 Town.

AND BE IT FURTHER ORDAINED AND ENACTED, that the Commissioner-Chairman shall be authorized to sign this Ordinance on behalf of the Commission, and that this Ordinance shall not be codified.

INTRODUCED by the Commission of Cottage City at a Town meeting on the 6th day of May 2025, at which meeting copies were available to the public for inspection.

HAVING BEEN INTRODUCED AND HAVING BEEN READ as an ordinance and passed by a yea and nay vote of the Cottage City Commission with the affirmative votes of four members elected to the legislative body as indicated below at a Public Meeting of the Town of Cottage City held on the 11th day of June 2025, at approximately 7 o'clock p.m., in the Town Hall in Cottage City, Maryland.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commission-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 11th day of June 2025 with _____Aye votes and ____Nay votes, the aforesaid Ordinance 2025-02 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY FY24 PROPOSED BUDGET
Fiscal Year July 1, 2025 through June 30, 2026

Account # Account Name		PROPOSED BUDGET FOR	
		FY25 Budget	FY26
OPERATING REVENUE			
4005	RESIDENTIAL Real Estate Taxes FY25 @ 45.38 cents FY26 @ 45.38 cents	\$ 430,069	\$ 466,257
4006	COMMERCIAL Real Estate Taxes FY25 @ 67.35 cents, FY26 @ 72.00 cents	339,519	402,087
4015	Personal Property Taxes (based on a levy of \$1.35 per \$100.00 of assessed valuation)	40,000	40,000
4025	Income Taxes	105,000	105,000
4030	Highway User	54,311	54,311
4035	Fines & Forfeitures	4,000	8,000
4040	Red Light Camera Fines	300,000	50,000
4041	Speed Camera Fines	245,000	300,000
4055	Franchise Fees (Cable TV)	18,000	18,000
4065	Licenses - Town	6,000	7,000
4075	Permits	1,000	-
4080	County Disposal Rebate	3,440	-
4085	Police Aid	26,550	26,550
4095	Interest on Savings Accounts	10,000	25,000
4100	Public Works - Abatements	2,000	-
4102	Town Hall Rental	1,800	1,800
4106	Solar Renewable Energy Credits	6,075	-
4107.1	Donations	3,000	3,000
Subtotal - Operating Revenue		1,595,764	1,507,005
GRANT REVENUE			
41040	Bond Bill	500,000	500,000
4109	Maryland Heritage Authority (MHAA)	45,000	45,000
4110	Maryland Heritage Authority (MHT)	100,000	100,000
4112	PD Accountability Program		
4146	Community Engagement	35,000	-
4144	First Responder Camp/Community	10,500	-
4120	CDBG Grant	753,225	400,815
4130	Cable - PEG - Broadcast E	10,570	10,570
4135	Community Parks & Playgrounds	-	-
4141	MD DHCH - NED Grant	185,000	185,000
4144	Fed - Stormwater	670,000	670,000
Subtotal - Grant Revenue		2,309,295	1,911,385
4201	Appropriated from Fund Balance	1,730,000	1,582,200
4202	New Account Appropriated from Fund Balance-ARPA Funding	254,000	128,345
TOTAL REVENUE		\$ 5,889,059	\$ 5,128,935
GENERAL GOVERNMENT			
5005	Salaries	\$ 140,000	\$ 165,000
5006	Overtime	2,500	2,500
5010	Commissioner Salaries	31,400	35,000
5015	Payroll Taxes	11,200	16,200
5020	Life Insurance	4,000	-
5025	Health & Life Insurance	24,000	14,000
5030	Retirement Benefits	7,000	7,000
5035	Workmen's Compensation Insurance	1,700	1,700
5040	Audit Fee	12,000	14,500
5045	Bus Service	13,000	-

TOWN OF COTTAGE CITY FY24 PROPOSED BUDGET
Fiscal Year July 1, 2025 through June 30, 2026

			PROPOSED BUDGET FOR	
Account #	Account Name		FY25 Budget	FY26
5065	Community Enhancement			
		End Time Harvest Ministries	2,000	2,000
		Cottage City Scholarship	2,500	2,500
		Anacostia Watershed Donation	1,000	1,000
		Contribution to ATHA	1,000	1,000
		Fire Department Donation	1,000	1,000
		Newsletter	-	1,000
		Green Team	1,200	1,200
		Food Pantry	5,000	5,000
		Summer Camp	900	900
		Subtotal	14,600	15,600
5070	Community Garden		3,500	3,500
5085	Contractual Services (Accounting)		34,000	44,000
5086	Cell Phone		1,000	1,500
5087	Codification Service		2,000	2,000
5090	Election Expenses		1,200	1,200
5100	Insurance		5,000	4,000
5107	IT Support		12,000	17,000
5115	Legal Fees		66,000	40,000
5120	Miscellaneous		1,500	2,000
5125	Membership Dues		2,400	4,000
5130	Commissioner Municipal Convention & Conf.		14,700	14,700
5135	Office Expenses		26,000	31,000
5140	Printing and Legal Ads		1,000	1,000
5150	Special Events	Arts & Education	2,500	-
		Port Towns Meeting	300	-
		Adult Mixer	500	500
		English/Spanish Classes	2,000	2,000
		Black History Month	800	800
		Histpanic Heritage Month	800	800
		Woman's History Month	800	-
		Native American History Month	600	600
		Port Towns Legislative Dinner	300	300
		Easter Egg Hunt	800	800
		PGEMW, Town-Sponsored Meeting	200	100
		Juneteenth	300	300
		Cottage City Day	12,000	5,000
		Halloween	750	750
		Breakfast with Santa	1,400	1,400
		July 4th Event	300	-
		Community Block Parties	1,000	-
		Refreshments	1,000	1,000
		Senior Harvest Dinner	500	500
		Seniors Camp	500	-
		Events Signage	-	4,000
		Holiday Giveaways	2,000	3,000
		Subtotal	29,350	21,850
5160	Town Communications (Newsletter, Cable Channel)		8,000	8,000
5165	Town Hall Maintenance and Repairs		12,000	12,000
5170	Town Hall Utilities		21,500	34,420
5175	Staff Training		4,000	4,000
5180	Town Admin. & Treasurer's Bond		175	-
5196	Website Hosting		5,200	5,200
TOTAL GENERAL GOVERNMENT			\$ 511,925	\$ 522,870
PUBLIC WORKS				
5205	Salaries:		\$ 200,000	\$ 54,080
5206	Overtime		5,000	-
5210	Payroll Taxes		16,000	4,326
5212	Life Insurance		1,450	-

TOWN OF COTTAGE CITY FY24 PROPOSED BUDGET
Fiscal Year July 1, 2025 through June 30, 2026

Account #	Account Name
5211	Health & Life Insurance
5213	Retirement Benefits
5215	Workmen's Compensation Insurance
5230	Equipment Maintenance & Operating Expenses
5232	Gasoline
5235	Highway Lighting
5237	MML & Training acct
5240	Abatements
5241	Cell Phone
5242	Diga Talk Handheld Radio Service
5260	Roadway/Sidewalk Construction, Maintenance & Supplies
5271	Maintenance
5272	Tree Maintenance
5273	Rain Garden
5274	Retaining Wall
5280	Uniforms
5285	Vehicle Insurance
5286	Engineering
5287	Truck Maintenance
5305	Dumping Fees
5315	Mosquito Control
5320	Waste Collection and Disposal
5322	Code Software

TOTAL PUBLIC WORKS

POLICE DEPARTMENT

5405	Salaries
5406	Overtime
5415	Payroll Taxes
5420	Life Insurance
5425	Health & Life Insurance
5430	Retirement
5435	Workmen's Compensation Insurance
5440	Applicant Screening & Shots
5445	Auto Insurance
5478	Legal Fees
5485	National Night Out
5490	Office Expenses & Operating Cost
5495	Police Liability Insurance
5500	Police Supplies
5506	Police Chief Training
5505	Training
5515	Uniforms and Accessories
5520	Vehicle Operation & Maintenance
5525	Gasoline
5534	Police Community Outreach
5537	Lexipol Law Enforcement Service
5539	Silvertrac
5538	Police Explorer Program
5540	Axion Tasers
5541	In Car Camera Upgrades

PROPOSED BUDGET FOR	
FY25 Budget	FY26
10,500	-
10,500	-
22,000	-
20,000	25,000
8,000	8,000
24,000	24,000
2,000	-
2,000	-
500	-
-	-
7,500	7,500
15,000	35,000
10,000	10,000
-	-
-	-
800	-
3,500	3,500
-	-
5,000	-
2,400	2,400
2,300	2,300
118,100	121,643
3,500	-
\$ 490,050	\$ 297,749

\$ 366,000	\$ 380,783
10,000	10,000
32,495	23,447
4,500	-
41,000	53,817
17,500	17,500
28,000	30,000
1,000	1,000
20,000	25,000
3,000	-
1,000	1,000
12,000	12,000
11,500	12,500
2,000	2,000
6,000	6,000
6,000	6,000
12,000	8,000
15,000	10,000
21,500	18,000
8,000	8,000
4,413	5,000
2,160	11,000
5,000	5,000
10,000	4,000
2,700	2,700

TOWN OF COTTAGE CITY FY24 PROPOSED BUDGET
Fiscal Year July 1, 2025 through June 30, 2026

Account # Account Name		PROPOSED BUDGET FOR	
		FY25 Budget	FY26
5542	Lefta System	2,200	3,000
5543	Obvio	8,500	-
5560	Red Light Camera Program	152,000	-
5555	Expenses to Speed Camera Program	(180,700)	(180,700)
5600	Speed Camera Program	-	-
5600.1	Speed Camera Salaries	107,000	107,000
5600.2	Speed Camera Benefits	26,400	26,400
5600.3	Speed Camera Other Costs	35,200	35,200
5600.4	Speed Camera Vehicle Costs	12,100	12,100
5600.5	Speed Camera Vendor Fees	98,000	-
5600.5	Speed Camera Due to State	-	-
TOTAL POLICE DEPARTMENT		\$ 903,468	\$ 655,747
GRANT EXPENDITURES			
6002	MD DHCD - NED Grant	\$ 185,000	\$ 185,000
6018	Community Engagement	35,000	-
6014	First Responder Camp/Community	10,500	-
6021	Cable - Public Education Grant - (PEG) Current revenue	10,570	10,570
6023	Community Parks & Playground	-	-
6052	BOND BILL EXPENSES FIREHOUSE	500,000	500,000
6016	Maryland Heritage Authority (MHAA)	90,000	90,000
6017	Maryland Historical Trust (MHT)	100,000	100,000
6010	Fed-Stormwater	670,000	670,000
6010	CDBG Grant	753,225	400,815
Subtotal Grants		\$ 2,354,295	\$ 1,956,385
6054	ARPA GRANT EXPENSE		
6054.1	FAMILY RELIEF PROGRAM	30,000	5,395
6054.7	Grant Writer Salary	65,000	68,700
6054.8	Grant Writer Fringe	24,250	24,250
6054.13	ARPA Resident Tree Program	-	20,000
6054.15	ARPA Food Bank	15,000	10,000
Subtotal ARPA Grants		\$ 134,250	\$ 128,345
TOTAL GRANT EXPENDITURES		\$ 2,488,545	\$ 2,084,730
CAPITAL OUTLAYS			
6505	Capital Equipment	\$ 11,000	\$ -
6507	Town Hall Improvements	26,000	45,000
6509	Purchase - 3813 Cottage Terrace	-	-
6511	Maryland Heritage Authority Match (MHAA)	90,000	90,000
6512	Maryland Historical Trust Match (MHT)	100,000	66,700
Subtotal General Government		227,000	201,700
PUBLIC WORKS			
6606	Facility Maintenance	7,500	-
6607	PW New Equipment	11,000	25,500
6615	Street Maintenance	12,500	-
Subtotal Public Works		31,000	25,500
POLICE DEPARTMENT			
6701	Capital Outlays - Police Dept	18,200	-
TOTAL CAPITAL OUTLAYS		276,200	227,200

TOWN OF COTTAGE CITY FY24 PROPOSED BUDGET
Fiscal Year July 1, 2025 through June 30, 2026

Account # Account Name		PROPOSED BUDGET FOR	
		FY25 Budget	FY26
Fund Balance to Next Year			
7000	Fund Balance Carryover	-	-
GRAND TOTAL EXPENDITURES		4,670,188	3,788,296
Change in Fund Balance		1,218,871	1,340,639
TOTAL EXPENDITURES AND FUND BALANCE CARRYOVER		5,889,059	5,128,935

Application for Secondary Employment

Cottage City Police Department

EMPLOYEE REQUESTING OTHER EMPLOYMENT		
Employee Name	Employee ID	Employee Assignment
Employee Address	Employee Home Phone	
Type of Business or Employment (e.g.; Restaurant, Shopping Mall, etc.)		

i) SECONDARY EMPLOYER'S INFORMATION (To be completed by Secondary Employer)		
Firm/Business Name	Supervisor's/Manager's Name	Self-Employed?
Business Address	Business Phone	
Actual Location of Duties		

Duties: Set forth in detail proposed duties to be used for secondary employer:

Will the duties require the exercise of police power including but not limited to making arrests, conducting investigation and otherwise enforcing the laws of the State ☐ Yes ☐ No

Anticipated Duration of Secondary Employment		
Beginning Date	Ending Date	
Approximate Number of Hours/Days to be worked per week or month (specify)		
Number of Hours	From	To
Number of Days	From	To

What will be your regular work hours for secondary work? (Specify days of week and daily work hours):

If you will be working irregularly, describe the arrangement and specify the anticipated Total Hours per Calendar Week:

If you will be working irregularly, describe the arrangement and specify the anticipated Total Hours per Calendar Week:

Worker's Compensation Carrier Name and Address	Policy Number
---	----------------------

iii) EQUIPMENT TO BE USED FOR OTHER EMPLOYMENT
--

Department Uniform	☐ Yes	☐ No (Not permitted outside the Town w/o special approval.)
Department Firearm	☐ Yes	☐ No
Department Vehicle	☐ Yes	☐ No
Other Department Equipment	☐ Yes	☐ No
Approved Personal Firearm	☐ Yes	☐ No

iv) AGREEMENTS AND APPROVAL FOR OTHER (SECONDARY) EMPLOYMENT

The Applicant and the Secondary Employer understand that the Town of Cottage City and its Police Department shall not be liable for any injury, damage, or civil action that may occur while performing Secondary Employment duties. The Applicant will not receive Worker's Compensation through the Town of Cottage City or the Police Department for any related injuries. It is further understood that the Police Department will not compensate any employees for court appearances because of Secondary Employment. The Applicant also understands that he/she cannot begin work for Secondary Employer until Secondary Employer and Applicant have executed "Secondary Employment Agreement," a copy of which is attached, and that the Town may unilaterally change the rules and policies that govern secondary employment and Secondary Employer has provided proof of liability and worker's compensation insurance coverage.

I HAVE READ AND UNDERSTOOD THE PROVISIONS OF THIS APPLICATION AND THE TOWN'S POLICE DEPARTMENT'S SECONDARY EMPLOYMENT POLICY AND WILL ACT IN FULL COMPLIANCE WITH THEM. I WILL COMPLY WITH THE RESTRICTIONS AND PROHIBITIONS DEALING WITH SECONDARY EMPLOYMENT AND WILL NOT WORK IN EXCESS OF THE NUMBER OF HOURS PERMITTED BY DEPARTMENT POLICY. I UNDERSTAND THAT THE POLICIES THAT GOVERN MY SECONDARY EMPLOYMENT ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE TOWN. I UNDERSTAND ANY VIOLATION OF THESE RESTRICTIONS AND PROHIBITIONS MAY LEAD TO REVOKING PERMISSION FOR ME TO WORK SECONDARY EMPLOYMENT AND MAY ALSO RESULT IN DISCIPLINARY ACTION. THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Applicant's Signature

ID Number

Date

Secondary Employer Representative's

Signature

Date

Approved:

Town Manager's Signature

Date

Secondary Employment Agreement

THIS AGREEMENT made this ____ day of _____, 2025, among the Town of Cottage City (hereinafter referred to as “the Town”), Officer _____ (hereinafter referred to as “Employee”), and _____ (hereinafter referred to as “Secondary Employer”).

WHEREAS, Secondary Employer desires to retain the services of Employee, who is a sworn law enforcement officer of the Town, and the Employee desires to work for the Secondary Employer while off duty from the Town’s police department; and

WHEREAS, Secondary Employer understands that Employee may be required to exercise his/her law enforcement powers while working secondary employment. Secondary Employer further understands that members of the public may perceive Employee as exercising his/her law enforcement powers while working Secondary Employment; and

WHEREAS, this Agreement is intended to set forth the rights and obligations of the City, Secondary Employer and Employee.

NOW, THEREFORE, in consideration of permission granted by the Town to Employee to work for Secondary Employer while off duty and while under contract with Secondary Employer, and in consideration of the wages to be paid by Secondary Employer to Employee, the parties agree as follows:

1. The Town hereby authorizes Employee to work for Secondary Employer while off duty from the Town’s police department and perform such lawful duties and functions as required by Secondary Employer.

2. Secondary Employer shall compensate Employee for services rendered while working for Secondary Employer. The Employee shall negotiate with Secondary Employer the terms of Employee’s compensation. The Town will incur no expenses as a consequence of Employee working for Secondary Employer.

3. The Employee shall maintain a “vehicle fuel usage, mileage and use” log for any Town take home assigned vehicle and reimburse the Town \$30 per pay period for use of the vehicle to travel to and from Secondary Employer’s work site. The Town may separately invoice or deduct from Town pay the Secondary Employee for fuel usage related to Secondary Employment that

exceeds the reimbursement amount or exceeds more than nominal idle times which causes excessive wear and tear on the vehicle. More than three minutes of idle time per hour will typically be considered excessive. One hour of idling may be considered to be equivalent to approximately 25 miles of driving for engine wear.

4. Employee shall be under the direct supervision and control of Secondary Employer while in the service of Secondary Employer.

5. The parties acknowledge that a situation may arise that will require the Employee to depart from his secondary employment, and resume his active duties as a police officer, away from the Secondary Employer's premises. In such circumstances, the Employee's active duties as a police officer will take precedence.

6. Secondary Employer shall defend, indemnify, and save the Town and Employee harmless from all losses, damages, attorney's fees, expenses, claims, lawsuits, and judgments where it is alleged that the Employee was a dual agent, servant and/or employee of the Town and the Secondary Employer, or where it is alleged that the Employee was solely an agent, servant and/or employee of the Secondary Employer.

7. Secondary Employer will add, and will pay whatever premiums are required, to add the Town and Employee as additional insureds on its liability insurance policy. The liability insurance policy will provide an endorsement specifically providing insurance coverage for law enforcement activities. Further, the Secondary Employer shall provide within ten (10) days from the date of the execution of this Agreement a certificate of insurance, evidencing that the Town and Employee have been listed as additional insureds on Secondary Employer's liability insurance policy. If the Town and Employee are not added to the Secondary Employer's liability insurance policy as additional insureds as provided herein, the Employee is prohibited from performing any services for the Secondary Employer. Alternatively, the law enforcement officer applying for Secondary Employment may purchase an individual Moonlighting liability policy through the Fraternal Order of Police, or any similar entity offering such coverage, which is required in situations where the secondary employer will not provide a Police Liability policy.

8. Secondary Employer will add and will pay whatever premiums are required to add Employee to Secondary Employer's worker's compensation insurance policy. If the Employee is not added to the Secondary Employer's worker's compensation insurance policy as an additional

insured as provided herein, the Employee is prohibited from performing any services for the Secondary Employer.

9. Permission granted to Employee to work for the Secondary Employer may be revoked by the Town at any time if the Town determines, in its sole discretion, that the Employee's work for the Secondary Employer is in conflict with or inconsistent with his duties as an employee of the Town.

10. Secondary Employer acknowledges that it has received and reviewed Employee's request for other employment (i.e., Application for Secondary Employment) and agrees with the representations contained therein regarding the Employee's job duties and responsibilities. Secondary Employer further acknowledges that it understands the terms and conditions imposed on the Employee, as contained in the Request for Other Employment.

IN WITNESS WHEREOF, the parties have below set their hands and seals.

TOWN OF COTTAGE CITY: _____(SEAL)
Secondary Employee/Officer

BY: _____(SEAL)
Chief or Deputy Chief of Police

SECONDARY EMPLOYER:

BY: _____(SEAL)

TITLE:

LEGAL NAME OF ENTITY: _____

Business Trade Name(s): _____

Copies:

- a. The original will be placed in the employee's personnel file;
- b. One copy will be sent to the Cottage City Town Manager; and
- c. One copy will be returned to the employee submitting the request.

Appendix (Extract from CCPD General Orders/Policy)

Cottage City Police Department

Policy Manual

1021.5 CONDITIONS AND WORK LIMITATIONS FOR OFF-DUTY SECONDARY EMPLOYMENT

1. Officers on light duty shall not participate in extra-duty or secondary employment involving private security.
2. Officers on sick leave shall not participate in extra-duty or secondary employment and may not resume extra-duty or secondary employment until 24 hours past the end of the shift of the day the officer was on sick leave.
3. Full-time employed Officers shall not exceed 20 hours of extra-duty or secondary employment, or any combination thereof, per workweek, not including leave time, days off or other non-duty days.
4. Officers shall not work all night part-time and report for duty the following day. There must be at least an 8-hour rest break between the part-time duty or secondary employment and regular duty with the CCPD.
5. Probationary employees may not work private security until they have successfully completed their probationary period.
6. The following types of employment may be approved if these businesses are not licensed by or under CCPD regulatory control.
 - a. Work as a private detective or security guard.
 - b. Investigative work for an insurance agency, private guard agency, collection agency, attorney, a bail bond agency, or any private employer employing security guards, etc.
7. Off-duty secondary employment may be approved for police employees to work in businesses which sell and dispense alcoholic beverages so long as it is not the primary service of that business. Police employees are prohibited from either the direct selling or dispensing of alcoholic beverages.
8. Off-duty secondary employment that would involve the service of civil processes may be approved, as well as employment that involves driving a taxicab or other public vehicle.
9. Employees may be permitted to work at gasoline stations and garages that are licensed as authorized inspection stations, providing that the employee is in no way involved in the actual inspection process.
10. Employees will not be permitted to engage in off-duty secondary employment or extra duty secondary employment during any day when sick leave is taken.

Off Duty Employment

- a. Approval shall not be given for employment that will interfere with the performance of an employee's official duties, including overtime assignments and response to emergency calls.
 - b. The Chief may deny requests to engage in off-duty secondary employment to employees who do not, at least, receive meets expectations in all standards of the Employee Performance Appraisal, as judged by the Chief.
 - c. If during a current appraisal period an employee, in the judgment of the Chief, needs improvement for the overall rating or is unsatisfactory in any one or more performance standards, the Chief may suspend the employee's secondary employment for 30 days (60 days for employees who work 12 hour shifts). At the end of 30 days and each subsequent month during the appraisal period, the Chief will re-evaluate the employee's performance. When, in the judgment of the Chief, the employee, at least meets expectations in all performance standards, the Chief will reinstate the employee's secondary employment status.
11. The prescribed CCPD uniform may be worn by the officer if the secondary employment job location is within the corporate limits of the Town. The departmental uniform shall not be worn if the place of employment is outside the Town corporate limits.
 12. The officer may carry his or her service weapon, badge, and identification while engaged in authorized secondary employment involving private security, unless he or she is working within the corporate limits of the Town, in which case the officer shall carry these items.

The use of an assigned take home Police vehicle is permitted for approved secondary employment.
 13. Except as permitted by Section 2-102 of the CP Article of the Md. Ann. Code, as amended, and the General Orders of this Department, police officers engaged in secondary employment outside the Town's corporate limits, may not exercise their police powers including making arrests, or conducting investigations.
 14. Secondary employment may not violate the Town's Ethics Ordinance, Ordinance Code, the Town Charter or police directives.
 15. Officers may not participate in any way in any business or employment that requires the officer to engage in conduct that is inconsistent with the Department's objectives, regulations, directives, ethics, reputation, or that creates a real or potential conflict of interest between the officer's secondary employment and the officer's duties with the Department, or that presents the appearance of such conflict of interest.
 16. Employees who engage in secondary employment without prior approval are subject to disciplinary action. The disciplinary action may include but is not limited to suspension or termination from secondary employment. Unless otherwise permitted by law, suspension of a police officer's powers of arrest shall not be used as a basis for suspension by the

CCPD from secondary employment unless the secondary employment was not previously approved as stated in this paragraph.

17. Officers shall not be compensated by the Town for off-duty court appearances for arrests emanating from secondary employment.
18. Officers working on a private employer's premises or shopping center may not handle a traffic accident (crash) using his police powers occurring in the parking lot unless the parking lot is located within the corporate limits of the Town.
19. At the discretion of the Chief of Police, full time employed Officers may accept secondary employment as a commissioned police officer for any other political subdivision of this State, any other State, or the Federal Government, as well as the U.S. military including the reserves, the National Guard or the organized militia.
20. Officers may not obtain secondary employment as an executive protection agent, (a.k.a. "a Bodyguard"), a bail bondsman, or as an employee or agent to a party involved in a labor management dispute.

1021.6 CRIMES WITNESSED BY CCPD OFFICERS WHILE ENGAGED IN OFF-DUTY SECONDARY EMPLOYMENT

1. If, during the course of off-duty secondary employment, a police employee finds it necessary to act in an official capacity, police functions shall be given priority.
2. Any minor violations witnessed while an CCPD officer is working off-duty secondary employment as a security guard (e.g. shoplifting) will be handled in the capacity of a security guard, and CCPD employees will not identify themselves as law enforcement officers.
 - a. The offender will be detained, and the local police department will be called to affect the arrest.
 - b. Any court appearances stemming from these incidents will be on the officer's off-duty time and any compensation received for that time will be paid by the private employer.
3. If major crimes such as felonies are witnessed while an officer is working as a security guard, appropriate enforcement action will be taken.
 - a. Police employees who take such enforcement action are considered to be on-duty from the time that such action was initiated.
 - b. In this on-duty status, they will be compensated by the CCPD and not by the private employer.

Off Duty Employment

1021.7 PROHIBITED EMPLOYMENT

1. Applications for off-duty secondary employment shall not be approved in any of the following instances:
 - a. Employment by any entity licensed by or under CCPD regulatory control including:
 - (1) Employment by a security or private detective agency licensed or under CCPD regulatory control.
 - (2) Employment in the inspection process while employed at an authorized inspection station.
 - b. The Town Public Ethics Ordinance also prohibits an employee from maintaining a financial interest in any business or entity under CCPD regulatory control.
 - c. The Code of Ethics would not prohibit an employee's spouse from owning a business regulated by the CCPD, but it would prohibit the employee from having a financial interest in that business.
 - d. The Code of Ethics prohibits an employee from being employed by an entity that is subject to the employee's authority or that of his agency. While law enforcement authority is broad and more or less universally applicable in many situations, the prohibition applies specifically when an officer works in a specialized division or unit whose efforts are directed particularly at a defined population.
 - e. Off-duty secondary employment which would involve the use of CCPD records, documents, or files shall not be approved for any employee.
 - f. No CCPD police employee may directly or indirectly maintain any financial interest or ownership in any business dealing directly or indirectly with the manufacture, transportation or sale of alcoholic beverages.
 - g. No CCPD police employee may directly or indirectly maintain any financial interest or ownership in any commercial business establishment engaged in legalized gambling operations, i.e., bingo, racetrack, etc.
 - h. No CCPD police employee may directly or indirectly act as an employee or agent for a commercial business establishment engaged in legalized gambling operations, i.e., bingo, racetrack, etc.
 - i. No CCPD employee may directly or indirectly maintain any financial interest or ownership in any business performing security guard and/or private detective services that are licensed by or under CCPD regulatory control.
 - j. Any type of off-duty secondary employment that may, because of its location or nature, bring disfavor, disrespect, or discredit to either the employee or the CCPD shall not be approved for any employee.

1. CCPD employees are prohibited from providing security, protection, escorts, or any like activities in an off-duty secondary employment capacity, at any business within the State of Maryland, while a strike, labor unrest, contract dispute, work slowdown, or any such activity exists or is pending. The Chief will:
 - a. immediately rescind approval from employees who were granted prior approval to work for such a company. The employees will be notified by telephone to immediately cease off-duty secondary employment and will acknowledge receipt of the order to cease off-duty secondary employment via Form 1, immediately upon return on the next scheduled CCPD workday.
 - b. notify, as soon as practical, the Town Manager of the following:
 - (1) The company name, address, phone number, contact person, and incident location (if other than business location).
 - (2) The employee requesting off-duty secondary employment.
 - (3) The nature of the strike, labor unrest, contract dispute, etc. and whether it is in progress or predicted for the near future.
 - (4) Any information regarding past, present, or predicted violence and the intensity of same.
 - (5) Any additional pertinent information.
2. The foregoing represents the only outright prohibitions. Off-duty secondary employment is also prohibited in any type of outside employment which could possibly impair the independence of judgment of a CCPD employee in the performance of his duties or employment which comes about as a direct result of or for the intention or use of the prestige of a Town office for the benefit of an employee or the benefit of another. Example: No police employee could accept off-duty secondary employment as an accident reconstruction expert for private attorneys because the reason they would be employed as such would relate directly to their expertise gained as a CCPD officer.

See <https://www.cottagecitymd.gov/police/page/general-orders> for more information or updates to the Cottage City Police Department Policy Manual.



Bladensburg Colmar Manor Cottage City Edmonston

Joint Resolution No. 2025-01

A JOINT RESOLUTION OF THE MAYORS AND COMMISSION CHAIR, COUNCILS, AND COMMISSION OF THE PORT TOWNS OF BLADENSBURG, COLMAR MANOR, COTTAGE CITY, AND EDMONSTON TO FORM A COMMUNITY DEVELOPMENT CORPORATION (CDC) AND ESTABLISH A GOVERNANCE STRUCTURE

WHEREAS, the Towns of Bladensburg, Colmar Manor, Cottage City, and Edmonston (hereinafter referred to as the "Port Towns") recognize the importance of regional collaboration to drive economic development, infrastructure investment, and community enhancement; and

WHEREAS, the Port Towns seek to establish a Community Development Corporation (CDC) to enhance economic growth, cooperatively build infrastructure, preserve cultural and historical character, promote environmental sustainability, and improve the quality of life for all residents within the Port Towns communities; and

WHEREAS, the Port Towns have previously resolved to work jointly on the formation of a CDC, and the final trade name of the organization will be determined by a vote of the governing board upon establishment; and

NOW, THEREFORE, BE IT RESOLVED THAT the Towns of Bladensburg, Colmar Manor, Cottage City, and Edmonston formally support the creation of a new Community Development Corporation and agree to the following governance structure and key operational principles:

Board Membership and Governance Structure:

1. **Membership:** The initial Board of Directors shall consist of nine (9) members. Each Town shall appoint two (2) representatives to the Board, with at least one elected official from the respective Council or Commission. Appointments shall be submitted in writing to the Board Chair.
2. **At-Large Member:** One (1) at-large member shall be appointed on a rotating basis for a two-year term. This individual shall represent a local business or business association and be selected by a majority vote of the Board.
3. **Ex-Officio Members:** The Town Administrators and/or Town Managers shall serve as ex-officio officers, providing advisory and operational support.

4. **Board Chair:** The Board of Directors shall select a Chair by majority vote to serve a two-year term. The position may rotate, or the Board may determine an alternate process.
5. **Attendance Requirements:** Members must attend at least 50% of the meetings annually. If a Board member exceeds 50% unexcused absences, the Board shall consult with the appointing Town regarding reappointment.

Committee Structure:

The Board shall establish committees composed of Board members and appointed community stakeholders to focus on key development areas. The core committees shall include:

- **Economic Development and Redevelopment**
 - **Infrastructure and Sustainability**
 - **Community Engagement and Quality of Life**
 - **Tourism, Historic Sites, and Community Assets**
- The Board may create additional special committees as needed through a majority vote.

Meetings and Reporting:

- The Board shall convene at least four (4) times yearly.
- An end-of-year report, summarizing accomplishments, financial status, and strategic updates, shall be submitted to each Town by March 30th of the following calendar year.

Funding and Financial Support:

1. **Town Contributions:** Each participating Town shall contribute at least 20% of the total annual expenses or an equal share of the organization's operational costs.
2. **Grants and External Funding:** The CDC shall serve as a collaborative entity to pursue grant funding and leverage financial resources for community capacity-building and infrastructure improvements.

Strategic Development and Economic Growth Initiatives:

- The CDC shall actively promote economic development opportunities across the Port Towns region.
- To foster business growth and community revitalization.
- The organization shall seek partnerships with economic development entities, such as Main Street programs and Business Improvement Districts (BIDs).

Bylaws Development:

- The Board shall draft and adopt formal bylaws within 180 days of the CDC's formation.
- Finalized bylaws shall be distributed to all member Towns upon adoption.

BE IT FURTHER RESOLVED that the Port Towns of Bladensburg, Colmar Manor, Cottage City, and Edmonston are committed to fostering economic prosperity, sustainable development,

and enhanced community collaboration through the formation of this Community Development Corporation.

PASSED AND APPROVED this 11th day of June, 2025, by the Mayors, Chair of the Commission, Councils and Commission of the Port Towns.

WITNESS:

ATTEST

Town Clerk, Town of Bladensburg

Takisha James, Mayor
Town of Bladensburg

Town Clerk, Town of Colmar Manor

Monica Casanas, Mayor
Town of Colmar Manor

Town Manager, Town of Cottage City

Wanda Wheatley, Commissioner Chair
Town of Cottage City

Town Clerk, Town of Edmonston

Tracy R. Gant, Mayor
Town of Edmonston



American Landscaping Inc.

Item # 18.

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

Contract #2506102

June 10, 2025

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

Job: Private Property Trees

301 779-2161
301 927-9225

SPECIFICATIONS

1. 3713 37th Avenue:

Cut down and remove Mulberry tree.

Stump will be cut to a low stump level.

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

2. 3718 37th Avenue; Holly tree on right side of garage:

Elevate off garage.

Top Holly by approximately 10'.

Rear of garage:

Cut down and remove Mulberry tree in lower back yard at the rear of the house on the right side in the corner.

Stump will be cut to a low stump level.

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

3. 3710 38th Avenue:

Cut vines off multiple trees across rear property line to kill vine growth on trees.

Vines will be cut off at ground level and removed up to 5'.

Vines will not be pulled off trees as this could harm trees. Vines will die back.

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

4. 3801 Cottage Terrace:

Cut Ivy at base of multiple trees in rear yard to kill vine growth on trees.

Cut down and remove 2 small dead Locust trees.

Stumps will be cut to a low stump level.

Prune deadwood out of multiple trees up to approximately 18'.

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

5. 3807 Cottage Terrace; rear of home, right side:

Elevate and thin 2 Mulberry trees.

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

6. 4003 Cottage Terrace:

Note: Homeowner is responsible for removing fence for access to remove tree.

Rear of home:

Cut down and remove Locust tree.

Stump will be cut to a low stump level.

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

7. 4107 Cottage Terrace; right side of home:

Cut down and remove dead Ash tree.

Stump will be cut to a low stump level.

Cut vines off at base of multiple trees on property to kill vine growth on trees.

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

8. 3722 40th Avenue:

Cut down and remove dying Bradford Pear tree in front yard.

Stump will be cut to a low stump level.

Rear of home; right side:

Cut vines out of 2 Mulberry trees from ground up to approximately 5'. Any vines embedded in bark will not be removed but will die back.

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

9. 3714 42nd Avenue; Front of home:

Elevate limbs around base of Holly tree and top down by approximately 10'.

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

10. 3709 42nd Avenue- Note: Rear gate must be left unlocked. Alley will be blocked.

Rear of home; left side:

Cut down and remove large leaning Maple tree.

Right side:

Prune limb that overhangs alley.

Cut vines at base of other Maple tree to kill growth on tree.

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

AMERICAN LANDSCAPING INC.

Contract #2506102 – Town of Cottage City

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Item # 18.

11. 3710 43rd Avenue; Rear of home:

Elevate lower branches out of Magnolia tree.

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

12. 4203 Bunker Hill Road:

Cut vines at base of 2 trees to kill vine growth on trees.

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

13. 4004 Parkwood Street:

Cut down and remove Catalpa tree.

Stump will be cut to a low stump level.

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

END OF SPECIFICATIONS

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

Twenty Thousand and 00/100

\$20,000.00

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

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

Read all specifications thoroughly. If there is anything you want that is not listed, please ask for a revised proposal that specifically states the work you want included. Do not sign the proposal if the work listed is in any way different from what you want.

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

Maryland Department of Agricultural Pesticide Regulation Section Ornamentals and Turf and Industrial Weed Categories. Pesticide Business License #2008. Pest Control Applicator Certificate #2008-9090.

State of Maryland Department of Natural Resources Forest Services Licensed Tree Expert License #830.

State of Maryland Construction and Traders License #15345219.

Professional Fertilizer Business License #MDA F-O877.

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

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

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

A service charge of 2% per month will be added to overdue balances until paid. In the event it becomes necessary to take legal action for collection the person(s) signing this contract either personally or as a representative agree(s) to pay this debt in full along with all reasonable legal fees, clerical fees of no less than \$75.00 and court costs. This agreement shall be governed by the laws of Maryland, and signer(s) consent(s) to Maryland jurisdiction. This proposal may be withdrawn if not accepted within 30 days.

Authorized Signature: _____ Via E-mail _____ Date: June 10, 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 _____