



April Work Session Agenda / April Regular Town Meeting Agenda

Wednesday, April 08, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

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

<https://us02web.zoom.us/j/86098039796?pwd=X9vbinIX1ge3yMYyawNPz57pxNSCUT.1>

Phone: 301-715-8592 | Meeting ID: 860 9803 9796 | Passcode: 235498

April Work Session

Call to Order and Roll Call

Review of Agenda

Public Comments

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

Business

1. Presentation From Joe Baum: (Benefits Design Group) Regarding Town Employee Insurance Plans
2. Lawn Maintenance Contract (Commission Discussion)
3. Architect For The Old Firehouse - Community Outreach Center (Commission Discussion)
4. Resolution 2026-09: Role of Commissioner Chair (Commission Discussion)
5. Resolution 2026-10: Conflict of Interest (Commission Discussion)
6. Resolution 2026-11: Modified FY2027 Budget Calendar (Commission Discussion)
7. Resolution 2026-12: Police Retention Grant (Commission Discussion)
8. Letter of Support for SPACES – Community-Based Flood Mitigation and Green Infrastructure Planning (Commission Discussion)
9. CCPD Restructure (Commission Discussion)
10. Last Watch Security Services LLC Agreement (Commission Discussion)
11. Standard Operating Procedures (Commission Discussion)
12. Purchase of New Flag Poles At Town Hall - Tree City (Commission Discussion)
13. MML Summer Conference June 13 to June 17, 2026: Ocean City, Maryland (Commission Discussion)
14. Mosquito Spraying 2026 Season (Commission Discussion)
15. Port Towns Sector Plan Presentation: Emily Lutz - MNCPPC

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.

April Regular Town Meeting

Call to Order and Roll Call

Pledge of Allegiance

Review of Agenda

Public Comments

Anyone seeking to speak under Public Comments must sign in prior to the end of the 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).

Consent Agenda

- [16.](#) Approval of Minutes - March (Commission Vote)
- [17.](#) Approval of Financials: March (Commission Vote)
- [18.](#) Public Safety Report: Chief Martini
- [19.](#) Public Work Report: Office Manager

Commissioner Reports

- [20.](#) Ward 1
- [21.](#) Ward 2
- [22.](#) Ward 3
- [23.](#) Ward 4
- [24.](#) At-Large

Old Business

- [25.](#) Lawn Maintenance Contract (Commission Vote)
- [26.](#) Architect For Old Firehouse - Community Outreach Center (Commission Vote)

New Business

- [27.](#) Resolution 2026-09: Role of Commissioner Chair (Commission Vote)
- [28.](#) Resolution 2026-10: Conflict of Interest (Commission Vote)
- [29.](#) Resolution 2026-11: Modified FY27 Budget Calendar (Commission Vote)
- [30.](#) Resolution 2026-12: Police Retention Grant (Commission Vote)
- [31.](#) Last Watch Security Services LLC Agreement (Commission Vote)
- [32.](#) Letter of Support for SPACES – Community-Based Flood Mitigation and Green Infrastructure Planning (Commission Vote)
- [33.](#) Purchase of New Flag Poles At Town Hall - Tree City (Commission Vote)
- [34.](#) MML Summer Conference June 13 to June 17, 2026: Ocean City, Maryland (Commission Vote)
- [35.](#) Proclamation: Arbor Day 2026 (Commission Vote)

36. Mosquito Spraying 2026 Season (Commission Vote)

Updates

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

Benefits Proposal

Joseph L Baum
V.W. Brown Insurance Services LLC
10380 Old Columbia Road
Suite 104
Columbia, MD 21046
Phone: (410)910-0208
Fax: (410)730-0219
Email: jbaum@vwbrown.com
Prepared On: 6/9/2025
Report Id: 39243902

	Kaiser KP MD Platinum 0 Ded/Vision SIG (HMO)	Kaiser KP MD Gold 0 Ded/Vision SIG (HMO)
	In-Network	In-Network
Prescription Drugs		
Drug Card	5/25/50	10/50/100
Cost Share Information		
Individual/Family Deductible	N/A	N/A
Individual/Family OOP Limit	\$2,650/\$5,300	\$8,850/\$17,700
Co-Insurance	0%	0%
Office Visits		
Primary Care	\$10	\$20
Specialist	\$30	\$50
Maternity Prenatal/Postnatal Care	No charge	No charge
Chiropractic Care	\$30; 20 visits/yr	\$50; 20 visits/yr
Inpatient Services		
Inpatient Hospital	\$150/admit	\$500/admit
Mental Health Inpatient	\$150/admit	\$500/admit
Substance Abuse Inpatient	\$150/admit	\$500/admit
Outpatient Services		
Outpatient Facility	\$100	\$250
Lab/X-Ray	Lab-\$10; X-ray-\$30	\$50
Advanced Radiology	\$100	\$300
Mental Health Outpatient	\$10 ind/\$5 group	\$20 ind/\$10 group
Substance Abuse Outpatient	\$10 ind/\$5 group	\$20 ind/\$10 group
Emergency Care		
Emergency Room	\$175 (waived if admitted)	\$300 (waived if admitted)
Ambulance	No charge	No charge
Urgent Care	\$30	\$50
Recovery/Special Needs		
Home Health Care	No charge	No charge
Skilled Nursing	\$150/admit; 100 days/yr	\$500/admit; 100 days/yr
Durable Medical Equipment	No charge	No charge
Single EE with Spouse EE with Child EE with Children Family Monthly Cost Annual Cost	Please refer to Employee Rate Breakdown Report for member level rates 6 \$4,849.71 \$58,196.52	Please refer to Employee Rate Breakdown Report for member level rates 6 \$4,466.18 \$53,594.16

Kaiser KP MD Platinum 0 Ded/Vision SiG 10/30 5/25/50		
Age	Rate	Tobacco Rate
0 - 14	\$335.57	\$335.57
15	\$365.40	\$365.40
16	\$376.80	\$376.80
17	\$388.21	\$388.21
18	\$400.49	\$400.49
19	\$412.77	\$412.77
20	\$425.49	\$425.49
21	\$438.65	\$438.65
22	\$438.65	\$438.65
23	\$438.65	\$438.65
24	\$438.65	\$438.65
25	\$440.40	\$440.40
26	\$449.18	\$449.18
27	\$459.71	\$459.71
28	\$476.81	\$476.81
29	\$490.85	\$490.85
30	\$497.87	\$497.87
31	\$508.40	\$508.40
32	\$518.92	\$518.92
33	\$525.50	\$525.50
34	\$532.52	\$532.52
35	\$536.03	\$536.03
36	\$539.54	\$539.54
37	\$543.05	\$543.05
38	\$546.56	\$546.56
39	\$553.58	\$553.58
40	\$560.59	\$560.59
41	\$571.12	\$571.12
42	\$581.21	\$581.21
43	\$595.25	\$595.25
44	\$612.79	\$612.79
45	\$633.41	\$633.41
46	\$657.98	\$657.98
47	\$685.61	\$685.61
48	\$717.19	\$717.19
49	\$748.34	\$748.34
50	\$783.43	\$783.43
51	\$818.08	\$818.08
52	\$856.24	\$856.24
53	\$894.85	\$894.85
54	\$936.52	\$936.52
55	\$978.19	\$978.19
56	\$1,023.37	\$1,023.37
57	\$1,068.99	\$1,068.99
58	\$1,117.68	\$1,117.68
59	\$1,141.81	\$1,141.81
60	\$1,190.50	\$1,190.50
61	\$1,232.61	\$1,232.61
62	\$1,260.24	\$1,260.24
63	\$1,294.89	\$1,294.89
64	\$1,315.95	\$1,315.95
65 - 120	\$1,315.95	\$1,315.95

Kaiser KP MD Gold 0 Ded/Vision SiG 20/50 10/50/100		
Age	Rate	Tobacco Rate
0 - 14	\$309.03	\$309.03
15	\$336.50	\$336.50
16	\$347.00	\$347.00
17	\$357.50	\$357.50
18	\$368.82	\$368.82
19	\$380.13	\$380.13
20	\$391.84	\$391.84
21	\$403.96	\$403.96
22	\$403.96	\$403.96
23	\$403.96	\$403.96
24	\$403.96	\$403.96
25	\$405.58	\$405.58
26	\$413.66	\$413.66
27	\$423.35	\$423.35
28	\$439.10	\$439.10
29	\$452.03	\$452.03
30	\$458.49	\$458.49
31	\$468.19	\$468.19
32	\$477.88	\$477.88
33	\$483.94	\$483.94
34	\$490.41	\$490.41
35	\$493.64	\$493.64
36	\$496.87	\$496.87
37	\$500.10	\$500.10
38	\$503.33	\$503.33
39	\$509.80	\$509.80
40	\$516.26	\$516.26
41	\$525.96	\$525.96
42	\$535.25	\$535.25
43	\$548.17	\$548.17
44	\$564.33	\$564.33
45	\$583.32	\$583.32
46	\$605.94	\$605.94
47	\$631.39	\$631.39
48	\$660.47	\$660.47
49	\$689.16	\$689.16
50	\$721.47	\$721.47
51	\$753.39	\$753.39
52	\$788.53	\$788.53
53	\$824.08	\$824.08
54	\$862.45	\$862.45
55	\$900.83	\$900.83
56	\$942.44	\$942.44
57	\$984.45	\$984.45
58	\$1,029.29	\$1,029.29
59	\$1,051.51	\$1,051.51
60	\$1,096.35	\$1,096.35
61	\$1,135.13	\$1,135.13
62	\$1,160.58	\$1,160.58
63	\$1,192.49	\$1,192.49
64	\$1,211.88	\$1,211.88
65 - 120	\$1,211.88	\$1,211.88

Kaiser KP MD Platinum 0 Ded/Vision SIG (HMO)	
In-Network	
Prescription Drugs	
Drug Card	5/25/50
Cost Share Information	
Individual/Family Deductible	N/A
Individual/Family OOP Limit	\$2,650/\$5,300
Co-Insurance	0%
Lifetime Maximum	None
Office Visits	
Primary Care	\$10
Specialist	\$30
Adult Preventive Care	No charge
Child Preventive Care	No charge
Maternity Prenatal/Postnatal Care	No charge
Rehabilitation Services	\$30; visit limits apply
Chiropractic Care	\$30; 20 visits/yr
Inpatient Services	
Inpatient Hospital	\$150/admit
IP Physician/Surgeon	\$30
Maternity Delivery/Inpatient	\$150/admit
Mental Health Inpatient	\$150/admit
Substance Abuse Inpatient	\$150/admit
Outpatient Services	
Outpatient Facility	\$100
OP Physician/Surgeon	\$30
Lab/X-Ray	Lab-\$10; X-ray-\$30
Advanced Radiology	\$100
Mental Health Outpatient	\$10 ind/\$5 group
Substance Abuse Outpatient	\$10 ind/\$5 group
Emergency Care	
Emergency Room	\$175 (waived if admitted)
Ambulance	No charge
Urgent Care	\$30
Recovery/Special Needs	
Home Health Care	No charge
Habilitation services	\$30 OP; visit limits apply
Skilled Nursing	\$150/admit; 100 days/yr
Durable Medical Equipment	No charge
Hospice Services	No charge
Miscellaneous Services	
Pediatric Vision Exam	\$10 Opto/\$30 Optha; 1 exam/yr
Pediatric Vision Hardware	No charge; 1 pair/yr
Pediatric Dental Check-Up	\$5 ded waived; 2 exams/yr

	Kaiser KP MD Gold 0 Ded/Vision SIG (HMO)
	In-Network
Prescription Drugs	
Drug Card	10/50/100
Cost Share Information	
Individual/Family Deductible	N/A
Individual/Family OOP Limit	\$8,850/\$17,700
Co-Insurance	0%
Lifetime Maximum	None
Office Visits	
Primary Care	\$20
Specialist	\$50
Adult Preventive Care	No charge
Child Preventive Care	No charge
Maternity Prenatal/Postnatal Care	No charge
Rehabilitation Services	\$50; visit limits apply
Chiropractic Care	\$50; 20 visits/yr
Inpatient Services	
Inpatient Hospital	\$500/admit
IP Physician/Surgeon	\$40
Maternity Delivery/Inpatient	\$500/admit
Mental Health Inpatient	\$500/admit
Substance Abuse Inpatient	\$500/admit
Outpatient Services	
Outpatient Facility	\$250
OP Physician/Surgeon	\$40
Lab/X-Ray	\$50
Advanced Radiology	\$300
Mental Health Outpatient	\$20 ind/\$10 group
Substance Abuse Outpatient	\$20 ind/\$10 group
Emergency Care	
Emergency Room	\$300 (waived if admitted)
Ambulance	No charge
Urgent Care	\$50
Recovery/Special Needs	
Home Health Care	No charge
Habilitation services	\$50 OP; visit limits apply
Skilled Nursing	\$500/admit; 100 days/yr
Durable Medical Equipment	No charge
Hospice Services	No charge
Miscellaneous Services	
Pediatric Vision Exam	\$20 Opto/\$50 Optha; 1 exam/yr
Pediatric Vision Hardware	No charge; 1 pair/yr
Pediatric Dental Check-Up	\$5 ded waived; 2 exams/yr

	CareFirst Dental BlueDental Plus Plan 8 (PPO)	
	In-Network	Out-Network
Dental		
Office Visit Copay	N/A	N/A
Calendar Year Deductible - Individual	\$25	\$50
Calendar Year Deductible - Family	\$75	\$150
Annual Maximum	\$2,000 Comb Max	\$2,000 Comb Max
Coinsurance	100/80/50	80/60/35 (MAC)
Type A: Preventive	100% No Ded	80% No Ded
Type B: Basic	80% Ded Applies	60% Ded Applies
Type C: Major	50% Ded Applies	35% Ded Applies
Orthodontia	No	No
Orthodontia Coinsurance	N/A	N/A
Plan Type	PPO	PPO
Single	6 x	\$34.66
EE with Spouse	0 x	\$69.32
EE with Child	0 x	\$83.18
EE with Children	0 x	\$0.00
Family	0 x	\$135.17
Monthly Cost	6	\$207.96
Annual Cost		\$2,495.52

	CareFirst Vision Rider BlueVision Plus Option 1	
	In-Network	Out-Network
Exam Benefits		
Exam Copay	\$0	N/A
Eye Exam	Paid in full	Up to \$45
Exam Frequency	Once every 12 months	Once every 12 months
Eyewear Copay	\$0	N/A
Lens Benefits		
Single Vision	Paid in full	Up to \$52
Bifocal	Paid in full	Up to \$82
Trifocal	Paid in full	Up to \$101
Lenticular	Paid in full	Up to \$181
Lens Frequency	Once every 12 months	Once every 12 months
Frames Benefits		
Frames	Paid in full (Davis Exclusive Collection); Up to \$100 (Non-Collection)	Up to \$45
Frames Frequency	Once every 12 months	Once every 12 months
Contact Lens Benefits		
Contact Lens Benefits		
Elective Conventional	Paid in full (Davis Exclusive Collection)	Up to \$97 (single)/\$127 (bifocal)
Elective Disposable	Paid in full (Davis Exclusive Collection)	Up to \$97 (single)/\$127 (bifocal)
Medically Required	Paid in full	Up to \$285
Contact Lens Frequency	Once every 12 months	Once every 12 months
Single	6 x	\$6.60
EE with Spouse	0 x	\$13.20
EE with Child(ren)	0 x	\$13.86
Family	0 x	\$19.34
Monthly Cost	6	\$39.60
Annual Cost		\$475.20

Our plusses

- Most plans cover 100% of preventive and diagnostic services
- No claim forms or paperwork to fill out when a member sees a participating dentist
- We coordinate benefits for members with dental coverage from another carrier
- More than 123,000 participating dentists and specialists across the United States.

Our plans

With BlueDental Plus, you'll save the most money by seeing a participating provider.

What's a participating provider?

It's a dentist or specialist who is in our network and accepts our reduced negotiated fees as payment in full. This means no balance for you to pay, keeping your out-of-pocket costs low.

- **Option 1**—By choosing a dentist in the Preferred Provider Network, you pay the lowest out-of-pocket costs. These dentists accept CareFirst's allowed benefit as payment in full. You're only responsible for deductibles and coinsurance. And for your convenience, your provider is reimbursed directly.
- **Option 2**—By choosing a dentist who participates with CareFirst, but not through the Preferred Provider Network, you'll pay slightly higher out-of-pocket costs. Similar to Option 1, there is no balance to pay. You're still responsible for deductibles and coinsurance, and have the convenience of your provider being reimbursed directly.

Can I see a non-participating provider?

Of course. But your out-of-pocket expenses will be highest with providers outside our network. You may have to pay the difference between the dentist's fee and what your plan allows for those services.

Where can I find a dentist?

Visit [carefirst.com/doctor](https://www.carefirst.com/doctor) and select *BlueDental* to view in-network providers.

When do I get my ID card?

Member ID cards are mailed to your home after enrollment. You can also access your ID card—along with other claims and benefit information—at *My Account* or on the CareFirst mobile app. Visit [carefirst.com/myaccount](https://www.carefirst.com/myaccount) to register.

Who can I call with questions about my dental plan?

Call Dental Customer Service toll free at 866-891-2802 between 8 a.m. and 6 p.m. ET, Monday–Friday.

Common dental insurance terms

Deductible: The amount you are responsible for before CareFirst pays for dental services.

Family deductible: A deductible that is satisfied by the combined expenses of all covered family members. For example, a plan with a \$25 deductible may be limited to a maximum of three deductibles (\$75 per family) regardless of the number of family members.

Coinurance: Your share of the dentist's fee after CareFirst has paid its share.

Annual maximum: The yearly reimbursement level for an individual/family set by your CareFirst dental plan.

BlueVision Plus

A plan for healthy eyes, healthy lives

Professional vision services including routine eye examinations, eyeglasses and contact lenses offered by CareFirst BlueCross BlueShield and CareFirst BlueChoice, through the Davis Vision, Inc. national network of providers.

How the plan works

How do I find a provider?

To find a provider, go to carefirst.com and utilize the *Find a Provider* feature or call Davis Vision at **800-783-5602** for a list of network providers closest to you. Be sure to ask your provider if he or she participates with the Davis Vision network before you receive care.

How do I receive care from a network provider?

Simply call your provider and schedule an appointment. Identify yourself as a CareFirst BlueCross BlueShield or CareFirst BlueChoice member and provide the doctor with your identification number, as well as your date of birth. Then go to the provider to receive your service. There are no claim forms to file.

What if I go out-of-network?

Staying in-network gives you the best benefit, but BlueVision Plus does offer an out-of-network allowance schedule as well. In this case, you may see any provider you wish, but you will be responsible for all payments up-front. You will also be responsible for filing the claim with Davis Vision for reimbursement and paying any balances over the allowed benefit to the non-participating provider. You can find the claim form by going to carefirst.com, locate *For Members*, then click on *Forms, Vision, Davis Vision*.

Can I get contacts and eyeglasses in the same benefit period?

With BlueVision Plus, the benefit covers one pair of eyeglasses or a supply of contact lenses per benefit period.

Mail order replacement contact lenses

DavisVisionContacts.com offers members the flexibility to shop for replacement contact lenses online after benefits are spent. This website offers a wide array of contact lenses, easy, convenient purchasing online and quick shipping direct to your door.



Need more information?
Visit carefirst.com or call
800-783-5602.

Summary of Benefits

(12-month benefit period)

In-network	You Pay
EYE EXAMINATIONS	
Routine Eye Examination with dilation (per benefit period)	No copay
FRAMES	
Davis Vision Frame Collection	No copay for over 200 frames
Non-Collection Frame	Plan pays up to \$100, you pay balance
SPECTACLE LENSES	
Basic Single Vision (including lenticular lenses)	No copay
Basic Bifocal	No copay
Basic Trifocal	No copay
CONTACT LENSES (initial supply)	
Medically Necessary Contacts	No copay with prior approval
Davis Vision Contact Lens Collection	No copay with evaluation if Collection lenses are dispensed
Other Single Vision Contact Lenses	Plan pays \$97, you pay balance
Other Bifocal Contact Lenses	Plan pays \$127, you pay balance
LENS OPTIONS¹ (add to spectacle lens prices above)	
Standard Progressive Lenses	\$50
Premium Progressive Lenses (Varilux®, etc.)	\$90
Ultra Progressive Lenses (digital)	\$140
Polarized Lenses	\$75
High Index Lenses	\$55
Blended Segment Lenses	\$20
Polycarbonate Lenses for children, monocular and high prescription	\$0
Polycarbonate Lenses for all other patients	\$30
Transition Lenses	\$65
Intermediate Vision Lenses	\$30
Photochromic Lenses	\$20
Scratch-Resistant Coating	\$20
Standard Anti-Reflective (AR) Coating	\$35
Premium AR Coating	\$48
Ultra AR Coating	\$60
Ultraviolet (UV) Coating	\$12
Tinting	\$0
Plastic Photosensitive Lenses	\$65
Oversized Lenses	\$0

In-network	You Pay
CONTACT LENSES¹ (mail order)	
DavisVisionContacts.com Mail Order Contact Lens Replacement Online	Discounted prices
Laser Vision Correction ¹	Up to 40%–50% off the national average price of traditional LASIK
Out-of-network	You Pay
Routine Eye Examination with dilation (per benefit period)	Plan pays \$45, you pay balance
Frames	Plan pays \$45, you pay balance
Single Lenses	Plan pays \$52, you pay balance
Bifocal Lenses	Plan pays \$82, you pay balance
Trifocal Lenses	Plan pays \$101, you pay balance
Lenticular (post-cataract) Eyeglass Lenses	Plan pays \$181, you pay balance
Medically Necessary Contacts	Plan pays \$285, you pay balance
Elective Contact Lenses	Plan pays \$97, you pay balance
Elective Bifocal Contact Lenses	Plan pays \$127, you pay balance

¹ These services or supplies are not considered covered benefits under the Plan. This portion of the Plan is not an insurance product. As of 4/1/14, some providers in Maryland and Virginia may no longer provide these discounts.

Exclusions

The following services are excluded from coverage:

- Diagnostic services, except as listed in *What's Covered* under the Evidence of Coverage.
- Medical care or surgery. Covered services related to medical conditions of the eye may be covered under the Evidence of Coverage.
- Prescription drugs obtained and self-administered by the Member for outpatient use unless the prescription drug is specifically covered under the Evidence of Coverage or a rider or endorsement purchased by your Group and attached to the Evidence of Coverage.
- Services or supplies not specifically approved by the Vision Care Designee where required in *What's Covered* under the Evidence of Coverage.
- Orthoptics, vision training and low vision aids.
- Replacement, within the same benefit period of frames, lenses or contact lenses that were lost.
- Non-prescription glasses, sunglasses or contact lenses.
- Vision Care services for cosmetic use.

Benefits issued under policy form numbers: Non-rider/Freestanding: MD: MD/CF/GC (R. 10/07) • MD/CF/EOC/D-V (10/08) • MD/CF/DOCS-V (9/04) • MD/CF/SOB-V (R. 1/06) • MD/CF/ELIG (R. 1/08) • CFMI/51+GC (R. 7/10) • CFMI/EOC/D-V (7/09) • CFMI/VISION DOCS (7/09) • CFMI/VISION SOB (7/09) • CFMI/ELIG/D-V (7/09) and any amendments.

DC: DC/CF/GC (R. 1/09) • DC/CF/COC-V (9/04) • DC/CF/DOCS-V (9/04) • DC/CF/SOB-V (R. 1/06) • DC/CF/ELIG (9/04) • VA: VA/CF/GC (R. 1/09) • VA/CF/COC-V (9/04) • VA/CF/DOCS-V (9/04) • VA/CF/SOB-V (R. 1/06) • VA/CF/ELIG (9/04) • as amended

Ridered: CFMI/51+VISION (4/09) • MD/BCOO/VISION (R. 1/06) • MD/CF/VISION (R. 1/06) • DC/BCOO/VISION (R. 1/06) • DC/CF/VISION (R. 1/06) • VA/BCOO/VISION (R. 1/06) • VA/CF/VISION (R. 1/06).



CareFirst BlueCross BlueShield is the shared business name of CareFirst of Maryland, Inc. and Group Hospitalization and Medical Services, Inc. CareFirst BlueCross BlueShield Medicare Advantage is the business name of CareFirst Advantage, Inc. CareFirst BlueCross BlueShield Community Health Plan District of Columbia is the business name of Trusted Health Plan (District of Columbia), Inc. In the District of Columbia and Maryland, CareFirst MedPlus is the business name of First Care, Inc. In Virginia, CareFirst MedPlus is the business name of First Care, Inc. of Maryland (used in VA by: First Care, Inc.). CareFirst of Maryland, Inc., Group Hospitalization and Medical Services, Inc., CareFirst Advantage, Inc., Trusted Health Plan (District of Columbia), Inc., CareFirst BlueChoice, Inc., First Care, Inc., and The Dental Network, Inc. are independent licensees of the Blue Cross and Blue Shield Association. BLUE CROSS®, BLUE SHIELD® and the Cross and Shield Symbols are registered service marks of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans.

GROUP SHORT-TERM DISABILITY INSURANCE BENEFIT HIGHLIGHTS



Just over 1 in 4 of today's
20 year-olds will become
disabled before they retire
(age 67).¹

TOWN OF COTTAGE CITY

A disability can happen to anyone. A back injury, pregnancy, or serious illness can lead to months without a regular paycheck. If you're unable to work for a short period of time due to a non-work-related condition, illness or injury, short-term disability insurance offers financial protection by paying you a portion of your earnings.



To learn more about Short-Term Disability insurance, visit
thehartford.com/employee-benefits/employees

COVERAGE INFORMATION

BENEFIT PERCENTAGE (PERCENT OF YOUR EARNINGS)	MAXIMUM	SICKNESS BENEFIT STARTS	INJURY BENEFIT STARTS	BENEFIT DURATION
60%	\$1,000	On the 15 th day	On the 15 th day	11 weeks

PREMIUMS

Your employer pays 100% of the premium for your coverage.²

ASKED & ANSWERED

WHO IS ELIGIBLE?

You are eligible if you are an active full time employee who works at least 30 hours per week on a regularly scheduled basis.

AM I GUARANTEED COVERAGE?

This insurance is guaranteed issue coverage - it is available without having to provide information about your health.

WHEN CAN I ENROLL?

Your employer will automatically enroll you for this coverage.

WHEN DOES THIS INSURANCE BEGIN?

This insurance will become effective on the date you become eligible. You must be actively at work with your employer on the day your coverage takes effect.

WHEN DOES THIS INSURANCE END?

This insurance will end when you no longer satisfy the applicable eligibility conditions, premium is unpaid, you leave your employer, or the coverage is no longer offered.

WHAT DOES IT MEAN TO BE DISABLED?

Disability is defined in The Hartford's certificate with your employer.

Due to accidental bodily injury, sickness, mental illness, substance abuse or pregnancy you are unable to perform the essential duties of your occupation, and as a result, you are earning 20% or less of your pre-disability weekly earnings or you are able to perform some, but not all, of the essential duties of your occupation and as a result, you are earning more than 20% but less than 80% of your pre-disability weekly earnings.

Pre-disability earnings are defined in your policy.

GROUP LONG-TERM DISABILITY INSURANCE BENEFIT HIGHLIGHTS

Item # 1.

THE
HARTFORD



More than 1 in 4 adults in the U.S. has some type of disability.¹

TOWN OF COTTAGE CITY

A disability can happen to anyone. Long-term disability insurance helps protect your paycheck if you're unable to work for a long period of time after a serious condition, injury or sickness.



To learn more about Long-Term Disability insurance, visit thehartford.com/employee-benefits/employees

COVERAGE INFORMATION

BENEFIT PERCENTAGE (PERCENT OF YOUR EARNINGS)	MAXIMUM	MINIMUM (BASED ON MONTHLY INCOME LOSS BEFORE THE DEDUCTION OF OTHER INCOME BENEFITS)	BENEFIT STARTS (ELIMINATION PERIOD)	BENEFIT DURATION
60%	\$4,000	The greater of \$100 or 10% of the benefit	After 90 days disabled	Disabled before: Age 63 Benefit duration: As long as you are disabled Benefit duration maximum: The greater of your Social Security Normal Retirement Age or 4 years

PREMIUMS

Your employer pays 100% of the premium for your coverage.²

ASKED & ANSWERED

WHO IS ELIGIBLE?

You are eligible if you are an active full time employee who works at least 30 hours per week on a regularly scheduled basis.

AM I GUARANTEED COVERAGE?

This insurance is guaranteed issue coverage – it is available without having to provide information about your health.

This coverage is subject to a pre-existing condition exclusion. Please refer to the Limitations & Exclusions sheet provided with this benefit highlights sheet for more information on limitations and exclusions, such as pre-existing conditions.

WHEN CAN I ENROLL?

Your employer will automatically enroll you for this coverage.

WHEN DOES THIS INSURANCE BEGIN?

This insurance will become effective on the date you become eligible. You must be actively at work with your employer on the day your coverage takes effect.

WHEN DOES THIS INSURANCE END?

This insurance will end when you no longer satisfy the applicable eligibility conditions, premium is unpaid, you leave your employer, or the coverage is no longer offered.

WHAT DOES IT MEAN TO BE DISABLED?

Disability is defined in The Hartford's certificate with your employer. Typically, disability means that you cannot perform one or more of the essential duties of your occupation due to injury, sickness, pregnancy or other medical condition covered by the insurance, and as a result, your current monthly earnings are less than 80% (standard) of your pre-disability earnings.

BASIC GROUP TERM LIFE and ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE BENEFIT HIGHLIGHTS

Item # 1.

THE
HARTFORD



More than half of Americans
(53%) expressed a
heightened need for life
insurance because of
COVID-19.¹

TOWN OF COTTAGE CITY

The group term Life and Accidental Death and Dismemberment (AD&D) insurance available through your employer gives extra protection that you and your family may need. Life and AD&D insurance offers financial protection by providing you coverage in case of an untimely death or an accident that destroys your income-earning ability. Life benefits are disbursed to your beneficiaries in a lump sum in the event of your death.



To learn more about Life and AD&D insurance, visit
thehartford.com/employee-benefits/employees

COVERAGE INFORMATION

APPLICANT	LIFE COVERAGE	AD&D COVERAGE
Employee	Benefit ² : \$50,000	AD&D: Included

AD&D BENEFITS – PERCENT OF COVERAGE AMOUNT PER ACCIDENT

Covered accidents or death can occur up to 365 days after the accident. The total benefit for all losses due to the same accident will not exceed 100% of your coverage amount.

LOSS FROM ACCIDENT	COVERAGE
Life	100%
Both Hands or Both Feet or Sight of Both Eyes	100%
One Hand and One Foot	100%
Speech and Hearing in Both Ears	100%
Either Hand or Foot and Sight of One Eye	100%
Movement of Both Upper and Lower Limbs (Quadriplegia)	100%
Movement of Both Lower Limbs (Paraplegia)	75%
Movement of Three Limbs (Triplegia)	75%
Movement of the Upper and Lower Limbs of One Side of the Body (Hemiplegia)	50%
Either Hand or Foot	50%
Sight of One Eye	50%
Speech or Hearing in Both Ears	50%
Movement of One Limb (Uniplegia)	25%
Thumb and Index Finger of Either Hand	25%

PREMIUMS

Your employer pays 100% of the premium for your coverage.³

ASKED & ANSWERED

WHO IS ELIGIBLE?

You are eligible if you are an active full time employee who works at least 30 hours per week on a regularly scheduled basis.

²Your benefit will be reduced by 35% at age 65, 70 and 75, and 25% at age 80, 85, 90 and 95. Reductions will be applied to the current amount (after all previous reductions).

ADDITIONAL SERVICES



TOWN OF COTTAGE CITY

If you are enrolled in insurance coverage with The Hartford, you may also be eligible to receive additional services. These services help with challenges that come before and after a claim. Be sure to read the information provided below; The Hartford wants to be there when you need us.

SERVICES AVAILABLE

COVERAGE ENROLLED IN	ADDITIONAL SERVICES AVAILABLE
Short Term Disability	Ability Assist Counseling Services Health Champion
Long Term Disability	Ability Assist Counseling Services Health Champion Travel Assistance and ID Theft Protection Services
Life	Beneficiary Assist Counseling Services EstateGuidance Will Services Funeral Concierge Services Travel Assistance and ID Theft Protection Services

ASKED & ANSWERED

WHAT IS ABILITY ASSIST COUNSELING SERVICES?

Ability Assist®¹ Counseling Services provides access to Master's degree clinicians for 24/7 assistance if you're enrolled in our short term or long term disability plan. This includes 3 face-to-face visits per occurrence per year for emotional concerns and unlimited phone consultations for financial, legal, and work-life concerns.

For more information on Ability Assist® Counseling Services:

Call 1-800-964-3577

Visit www.guidanceresources.com

Company name: **Abili** Company ID: **HLF902**

WHAT IS BENEFICIARY ASSIST COUNSELING SERVICES?

Beneficiary Assist®² Counseling Services offers compassionate expertise to help you, your beneficiaries (those you name in your policy) and immediate family members cope with emotional, financial and legal issues that arise after a loss. Includes unlimited phone contact with professionals, as well as five face-to-face sessions* available for up to one year.

For more information on Beneficiary Assist® Counseling Services, call 1-800-411-7239.

*California residents are limited to three prepaid behavioral health counseling sessions in any six-month period. Except for acute emergencies and other special circumstances, additional sessions for California employees are available on a fee-for-service basis.

WHAT IS ESTATEGUIDANCE WILL SERVICES?

EstateGuidance®³ Will Services helps you protect your family's future by creating a customized and legally binding online will. Online support is also available from licensed attorneys, if needed.

For more information on EstateGuidance® Will Services:

www.estateguidance.com Use Code: **WILLHLF**

WHAT IS FUNERAL CONCIERGE SERVICES?

Funeral Concierge Services®⁴ provides a suite of online tools to guide you through key decisions before a loss, including help comparing funeral-related costs. After a loss, this service includes family advocacy and professional negotiation of funeral prices with local providers—often resulting in significant financial savings. In addition, Express Pay is a service that delivers proceeds in as little as 48 hours, allowing beneficiaries to use proceeds immediately for funeral expenses.

For more information on Funeral Concierge Services:

Call 1-866-854-5429 or visit www.everestfuneral.com/hartford Use Code: **HFEVLC**

WHAT IS HEALTHCHAMPION?

HealthChampion^{SM5} offers unlimited access to benefit specialists and nurses for administrative and clinical support to address medical care and insurance claims concerns if you're enrolled in our short term or long term disability plan. Service includes: claims and billing support, explanation of benefits, cost estimates and fee negotiation, information related to conditions and available treatments, and support to help prepare for medical visits.

For more information on HealthChampionSM Services

Call 1-800-964-3577

Visit www.guidanceresources.com

Company name: **Abili** Company ID: **HLF902**

WHAT IS TRAVEL ASSISTANCE AND ID THEFT PROTECTION SERVICES?

Travel Assistance Services and ID Theft Protection Services⁶ includes pre-trip information to help you feel more secure while traveling. It can also help you access medical professionals across the globe for medical assistance when traveling 100+ miles away from home for 90 days or less when unexpected detours arise. The ID theft protection services are available to you and your family at home or when you travel. Protection is provided two ways: educational materials to help prevent identity theft and access to caseworkers to help resolve problems that result from identity theft.

For more information on Travel Assistance Services or ID Theft Services:

Call from United States: 1-800-243-6108

Call collect from other locations: 202-828-5885

Fax: 202-331-1528

Travel Assistance Identification Number: **GLD-09012**

You'll be asked to provide your employer's name, a phone number where you can be reached, nature of the problem, Travel Assistance Identification Number, and your company policy number which can be obtained through your Human Resources/Personnel department.

If you have a serious medical emergency, please obtain emergency medical services first, and then contact Generali Global Assistance for follow-up.

¹AbilityAssist® services are offered through The Hartford by ComPsych®. ComPsych is not affiliated with The Hartford and is not a provider of insurance services. The Hartford is not responsible and assumes no liability for the goods and services provided by ComPsych and reserves the right to discontinue any of these services at any time. Services may not be available in all states. Visit <https://www.thehartford.com/employee-benefits/value-added-services> for more information.

²BeneficiaryAssist® services are offered through The Hartford by ComPsych®. ComPsych is not affiliated with The Hartford and is not a provider of insurance services. The Hartford is not responsible and assumes no liability for the goods and services provided by ComPsych and reserves the right to discontinue any of these services at any time. Services may not be available in all states. Visit <https://www.thehartford.com/employee-benefits/value-added-services> for more information.

³Estate Guidance® services are provided through The Hartford by ComPsych®. A simple will does not cover printing or certain other features. These features are available at an additional cost to you. ComPsych is not affiliated with The Hartford and is not a provider of insurance services. The Hartford is not responsible and assumes no liability for the goods and services provided by ComPsych and reserves the right to discontinue any of these services at any time. Estate Guidance is a registered trademark of ComPsych. Services may not be available in all states. Visit <https://www.thehartford.com/employee-benefits/value-added-services> for more information.

⁴Funeral Concierge services is offered through Everest Funeral Package, LLC (Everest). Everest and the Everest logo are service marks of Everest Funeral Package, LLC. Everest is not affiliated with The Hartford and is not a provider of insurance services. Everest and its affiliates have no affiliation with Everest ReGroup, Ltd., Everest Reinsurance Company or any of their affiliates. The Hartford is not responsible and assumes no liability for the services provided by Everest Funeral Package, LLC as described in these materials and reserves the right to discontinue any of these services at any time. Services may not be available in all states. Visit <https://www.thehartford.com/employee-benefits/value-added-services> for more information.

⁵HealthChampionSM services are provided through The Hartford by ComPsych®. ComPsych is not affiliated with The Hartford and is not a provider of insurance services. The Hartford doesn't provide basic hospital, basic medical, or major medical insurance. HealthChampion specialists are only available during business hours. Inquiries outside of this timeframe can either request a call-back the next day or schedule an appointment. The Hartford is not responsible and assumes no liability for the goods and services provided by ComPsych and reserves the right to discontinue any of these services at any time. Health Champion is a service mark of ComPsych. Services may not be available in all states.

Visit <https://www.thehartford.com/employee-benefits/value-added-services> for more information.

⁶Travel Assistance and Identity Theft Protection Services are provided by Generali Global Assistance, Inc. Generali Global Assistance, Inc. is not affiliated with The Hartford and is not a provider of insurance services. Generali Global Assistance, Inc. may modify or terminate all or any part of the service at any time without prior notice. None of the benefits provided to you by Generali Global Assistance, Inc. as a part of the Travel Assistance and Identity Theft service are insurance. The flyer, the Travel Assistance and Identity Theft service Terms and Conditions of Use, and the Identity Theft Resolution Kit constitute your benefit materials and contain the terms, conditions, and limitations relating to your benefits. These services may not be used for business or commercial purposes or by any person other than the individual insured under The Hartford's group insurance policy. The Hartford is not responsible and assumes no liability for the goods and services described in these materials and reserves the right to discontinue any of these services at any time. Services may not be available in all states.

Visit <https://www.thehartford.com/employee-benefits/value-added-services> for more information.

The Buck's Got Your Back®

The Hartford® is The Hartford Financial Services Group, Inc. and its subsidiaries, including underwriting company Hartford Life and Accident Insurance Company. Home Office is Hartford, CT. © 2020 The Hartford.

This Benefit Highlights Sheet is an overview of the non-insurance services being offered and is provided for illustrative purposes only and is not a contract. It in no way changes or affects the services as actually provided. Only the Service Provider can fully describe all of the provisions, terms, conditions, limitations and exclusions of your non-insurance service coverage.

5962a NS 05/21

Your 2026 Renewal

A BETTER WAY TO MANAGE RENEWALS

John Hoatson
 Town of Cottage City
 3820 40th Avenue
 Cottage City, MD 20722

February 17, 2026

Group ID: 26645
 Renewal Effective Date: July 1, 2026

Joseph Baum
 V W Brown Insurance Service, LLC

Renewal Monthly Premium: \$2,890.57

Current Monthly Premium: \$2,659.53

% Change: 8.69%

\$ Change: \$231.04

It's time to renew your current Kaiser Permanente plan and there are important changes to our small group benefits. Please select the links below to see more.

- [Mid-Atlantic renewal documents](#) for your Summary of Benefits and Coverage, Benefit Change Announcements, and plan summaries as well as applications
- [Dental flyers.](#)
- 2026 Renewal rates and alternative 2026 plans (see attached documents)

If you would like to renew your current plan, there's nothing you need to do.

Your coverage will renew automatically at the 2026 rates and plan changes unless you notify us at least 30 days prior to July 1, 2026. Your acceptance of this renewal also confirms that you meet the definition of "small employer" as defined by applicable federal and state law.

To select a different Kaiser Permanente plan, connect with me. To discuss alternative plans, simply reach out to me at the contact information listed below. You'll need to confirm your choice of alternative plans or group terminations at least 30 days before July 1, 2026. This will help us ensure that you and your employees enjoy uninterrupted health care coverage.

We value your membership and look forward to continuing as your health care and coverage partner. You can rely on us to provide your employees with the quality personalized care and support they need to stay healthy and productive so that your company's bottom line stays healthy, too.

Bill Payment for Employers

Signing up is easy! To best serve you, we encourage you to try our online portal at business.kp.org, the fastest and most efficient way to make premium payments.

The "Manage Payments" feature ensures payments are posted quickly and accurately.

Need help?

Contact your broker
 Account Manager Khrysontha Jefferson, at
 (301) 816-6130 or
khrysontha.c.jefferson@kp.org

Your 2026 Renewal Checklist

This checklist makes it easy to complete your 2026 renewal.`

☐ **1. Review your 2026 plan(s) and premium.**

If you like your renewal coverage and don't want to make any plan or employee changes, please skip to step 5.

☐ **2. Make plan changes.**

- **Renewal Options:** This section can help you decide which plan options are right for your business. Many employees like being able to choose from a selection of plan options.
- **Plan Highlights:** For more information about all the plans we offer, visit business.kp.org/business/plans-listing/small-business
- **Small Business Guidelines:** For more information about policy and qualification guidelines, visit business.kaiserpermanente.org/business/forms-and-documents to review the Underwriting Guidelines.
- **Health savings account (HSA) and health reimbursement arrangement (HRA) options (if applicable):** Learn about the advantages of pairing an HDHP or HRA medical plan with an HSA and/or HRA administered through Kaiser Permanente. Please call your Small Business Account Manager at **(301) 816-6130**, to find out about additional required documents and administration fees for these options.

☐ **3. Make enrollee or dependent changes.**

- To submit enrollee or dependent changes such as plan selection changes, adding and removing a dependent for existing subscribers, or terminating existing subscriber coverage, **please follow the existing process used today**. If you have any questions, please reach out to your Small Business Account Manager.
- Additional information can be found at business.kp.org.

☐ **4. Submit your changes before your renewal effective date.**

- Complete the "2026 renewal changes" form/s to request any plan changes before your renewal date.
- Please be sure to sign and submit **all sections** of the form 30 days prior to the 1st of your renewal effective month to khrysontha.c.jefferson@kp.org.
- You'll receive a plan change acknowledgment when the request is approved.

☐ **5. Provide your employees and their dependents with SBCs.**

- Under the Affordable Care Act (ACA), you're required to give Summary of Benefits and Coverage (SBC) documents to employees and dependents for the plans they enroll in. You can find them here: business.kp.org/business/plans-listing/small-business

Your Kaiser Permanente Portfolio

Your current medical plans are listed below. Please see the Medical Plan Renewal Rates section for employee plan mapping from their current medical plan to their renewal medical plan.

Current Medical Plans	Subgroup	COBRA Subgroup	Renewal Medical Plans	Subgroup	COBRA Subgroup
KP MD Platinum 0 Ded/Vision (Signature)	2		KP MD Platinum 0 Ded/Vision (Signature)	2	
KP MD Gold 0 Ded/Vision (Signature)	0		KP MD Gold 0 Ded/Vision (Signature)	0	

Current Dental Rider
Not offered

Renewal Dental Rider
Not offered

Medical Plan Renewal Rates Summary

	Current Rate	Renewal Rate	% Change	\$ Change
Total Employee Premium	\$2,659.53	\$2,890.57	8.69%	\$231.04
Total Dependent Premium	\$0.00	\$0.00	0.00%	\$0.00
Total Monthly Premium	\$2,659.53	\$2,890.57	8.69%	\$231.04

Dental Rider Renewal Rates Summary

	Current Rate	Renewal Rate	% Change	\$ Change
Total Monthly Premium	\$0.00	\$0.00	0.00%	\$0.00

Medical Census Count

Employee	Spouse	Child(ren)	Total Members
3	0	0	3

Contribution Details

Contribution to Employee Medical Plan Premium
For guidance on your contribution requirements to employee premium, please see your Group Eligibility Requirements.

Contribution to Dependent Medical Plan Premium
For guidance on your contribution requirements to dependent premium, please see your Group Eligibility Requirements.

Renewal Options: Member Level Rates

Displayed below are alternate renewal plan options that include the Total Monthly Premium and percent change for your current membership. If you would like to make a plan change, we must receive your request 30 days prior to your renewal date, shown above, to ensure a smooth transition. Please contact your Account Manager for assistance.

Member Level Age-Band Rate grids are located [here](#) for your reference and convenience.

business.kaiserpermanente.org/business/maryland-virginia-washington-dc/small-business/plan-rates

Renewal Member Age Census

Age	0-14*	15*	16*	17*	18*	19*	20*	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
Members	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1

Age	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64+
Members	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0

Note: Total Monthly Premium shown below represents the sum of the above members multiplied by their Age Rate for each plan.

Rates reflect total monthly premium assuming all employees + dependents are enrolled in the plan.

*Members multiplied by their Age Rates may not match Total Monthly Premium due to family calculations. All family members 21 and over are included in Total Monthly Premium, but only the three oldest dependent children under 21 are rated. Medicare is not included in the Total Monthly Premium amounts.

Medical Plan Rates

More information on the plan offering and benefits are available in our online [Plan Guide Brochure](#).

business.kaiserpermanente.org/business/broker/maryland-virginia-washington-dc/marketing-and-sales-materials/small-business

*Rates reflect total monthly premium assuming all employees + dependents are enrolled in the plan.

Medical Plan	Plan Type	Total Monthly Premium	% Change
KP MD Platinum 0 Ded/Vision (Signature)	HMO	\$2890.57	0.00%
KP MD Platinum 0 Ded/Vision (Select)	HMO	\$3035.10	5.00%
KP MD Gold 0 Ded/Vision (Signature)	HMO	\$2673.48	-7.51%
KP MD Gold 0 Ded/Vision (Select)	HMO	\$2807.10	-2.89%
KP MD Platinum Plus 0 Ded/Vision (Signature)	KP Plus	\$3006.28	4.00%

Medical Plan	Plan Type	Total Monthly Premium	% Change
KP MD Gold Plus 0 Ded/Vision (Signature)	KP Plus	\$2780.41	-3.81%
KP MD Platinum 500 Ded/Vision (Signature)	DHMO	\$2799.30	-3.16%
KP MD Platinum 500 Ded/Vision (Select)	DHMO	\$2939.28	1.69%
KP MD Gold 500 Ded/Vision (Signature)	DHMO	\$2657.14	-8.08%
KP MD Gold 500 Ded/Vision (Select)	DHMO	\$2789.94	-3.48%
KP MD Gold 1000 Ded/150 RxDed/Vision (Signature)	DHMO	\$2517.03	-12.92%
KP MD Gold 1000 Ded/150 RxDed/Vision (Select)	DHMO	\$2642.79	-8.57%
KP MD Gold 1500 Ded/200 RxDed/Vision (Signature)	DHMO	\$2487.22	-13.95%
KP MD Gold 1500 Ded/200 RxDed/Vision (Select)	DHMO	\$2611.49	-9.65%
KP MD Gold 3000 Ded/250 RxDed/Vision (Signature)	DHMO	\$2405.88	-16.77%
KP MD Gold 3000 Ded/250 RxDed/Vision (Select)	DHMO	\$2526.14	-12.61%
KP MD Silver 1850 Ded/350 RxDed/Vision (Signature)	DHMO	\$2336.50	-19.17%
KP MD Silver 1850 Ded/350 RxDed/Vision (Select)	DHMO	\$2453.28	-15.13%
KP MD Silver 2500 Ded/500 RxDed/Vision (Signature)	DHMO	\$2301.76	-20.37%
KP MD Silver 2500 Ded/500 RxDed/Vision (Select)	DHMO	\$2416.79	-16.39%
KP MD Silver 4000 Ded/450 RxDed/Vision (Signature)	DHMO	\$2172.38	-24.85%
KP MD Silver 4000 Ded/450 RxDed/Vision (Select)	DHMO	\$2280.99	-21.09%
KP MD Silver 5000 Ded/450 RxDed/Vision (Signature)	DHMO	\$2054.04	-28.94%
KP MD Silver 5000 Ded/450 RxDed/Vision (Select)	DHMO	\$2156.78	-25.39%
KP MD Bronze 6500 Ded/Vision (Signature)	DHMO	\$1911.45	-33.87%
KP MD Bronze 6500 Ded/Vision (Select)	DHMO	\$2006.96	-30.57%
KP MD Gold Added Choice 1000 Ded/150 RxDed (Signature)	Added Choice Deductible	\$2736.61	-5.33%
KP MD Silver Added Choice 2500 Ded/500 RxDed/Vision (Signature)	Added Choice Deductible	\$2479.54	-14.22%
KP MD Gold Plus 1500 Ded/200 RxDed/Vision (Signature)	Deductible KP Plus	\$2586.72	-10.51%
KP MD Silver Plus 1850 Ded/350 RxDed/Vision (Signature)	Deductible KP Plus	\$2425.90	-16.08%

Medical Plan	Plan Type	Total Monthly Premium	% Change
KP MD Silver Plus 4000 Ded/450 RxDed/Vision (Signature)	Deductible KP Plus	\$2259.29	-21.84%
KP MD Bronze Plus 6500 Ded/Vision (Signature)	Deductible KP Plus	\$1987.93	-31.23%
KP MD Gold 1700 Ded/HSA/Vision (Signature)	HSA	\$2462.95	-14.79%
KP MD Gold 1700 Ded/HSA/Vision (Select)	HSA	\$2586.02	-10.54%
KP MD Silver 2000 Ded/HSA/Vision (Signature)	HSA	\$2199.46	-23.91%
KP MD Silver 2000 Ded/HSA/Vision (Select)	HSA	\$2309.43	-20.10%
KP MD Silver 3000 Ded/HSA/Vision (Signature)	HSA	\$2077.01	-28.15%
KP MD Silver 3000 Ded/HSA/Vision (Select)	HSA	\$2180.80	-24.55%
KP MD Silver 4000 Ded/HSA/Vision (Signature)	HSA	\$2054.04	-28.94%
KP MD Silver 4000 Ded/HSA/Vision (Select)	HSA	\$2156.72	-25.39%
KP MD Bronze 6150 Ded/HSA/Vision (Signature)	HSA	\$1851.13	-35.96%
KP MD Bronze 6150 Ded/HSA/Vision (Select)	HSA	\$1943.69	-32.76%
KP MD Bronze 7100 Ded/HSA/Vision (Signature)	HSA	\$1856.62	-35.77%
KP MD Bronze 7100 Ded/HSA/Vision (Select)	HSA	\$1949.31	-32.56%
KP MD Gold Flexible Choice 0 Ded/300 RxDed (Signature)	Flexible Choice	\$3060.42	5.88%
KP MD Gold Flexible Choice 1000 Ded/200 RxDed (Signature)	Flexible Choice Deductible	\$2968.67	2.70%
KP MD Gold Flexible Choice 1750 Ded/HSA/Vision (Signature)	Flexible Choice HSA	\$2772.66	-4.08%

Renewal Options

Displayed below are renewal plan options for Adult Dental Riders that include the Total Monthly Premium if all eligible census members are enrolled in each plan option.

Dental Rider Rates

For more information about plan benefits and restrictions, refer to the plan highlight information at kp.org/dental/mas.

Dental Rider	Age Band	Per Member Per Month Rate	Total Premium
KP Smile SG Dental EPO	Adult Rate (19+ years old)	\$18.77	\$56.31
	Total Monthly Employer Premium		\$56.31
KP Smile SG Dental EPO w/ Family Ortho	Adult Rate (19+ years old)	\$22.42	\$67.26
	Total Monthly Employer Premium		\$67.26
KP Smile SG Dental EPO w/Child Ortho	Adult Rate (19+ years old)	\$18.77	\$56.31
	Total Monthly Employer Premium		\$56.31
KP Smile SG Dental PPO Basic	Adult Rate (19+ years old)	\$17.40	\$52.20
	Total Monthly Employer Premium		\$52.20
KP Smile SG Dental PPO Basic w/ Family Ortho	Adult Rate (19+ years old)	\$21.06	\$63.18
	Total Monthly Employer Premium		\$63.18
KP Smile SG Dental PPO Basic w/ Child Ortho	Adult Rate (19+ years old)	\$17.40	\$52.20
	Total Monthly Employer Premium		\$52.20
KP Smile SG Dental PPO	Adult Rate (19+ years old)	\$25.80	\$77.40
	Total Monthly Employer Premium		\$77.40
KP Smile SG Dental PPO w/ Family Ortho	Adult Rate (19+ years old)	\$29.46	\$88.38
	Total Monthly Employer Premium		\$88.38
KP Smile SG Dental PPO w/Child Ortho	Adult Rate (19+ years old)	\$25.80	\$77.40
	Total Monthly Employer Premium		\$77.40



Renewal Effective Date: July 1, 2020

Zip Code: 20722 Rate Area: Prince Georges

Medical Rating Type: MLR Dental Rate Area: N/A

Dental Rider	Age Band	Per Member Per Month Rate	Total Premium
KP Smile SG Dental PPO High	Adult Rate (19+ years old)	\$30.03	\$90.09
	Total Monthly Employer Premium		\$90.09
KP Smile SG Dental PPO High w/ Family Ortho	Adult Rate (19+ years old)	\$33.69	\$101.07
	Total Monthly Employer Premium		\$101.07
KP Smile SG Dental PPO High w/Child Ortho	Adult Rate (19+ years old)	\$30.03	\$90.09
	Total Monthly Employer Premium		\$90.09
KP Smile SG Dental POS	Adult Rate (19+ years old)	\$27.12	\$81.36
	Total Monthly Employer Premium		\$81.36
KP Smile SG Dental POS w/Family Ortho	Adult Rate (19+ years old)	\$30.53	\$91.59
	Total Monthly Employer Premium		\$91.59
KP Smile SG Dental POS w/ Child Ortho	Adult Rate (19+ years old)	\$27.12	\$81.36
	Total Monthly Employer Premium		\$81.36

Medical Plan Benefits

Summary of Benefits and Coverage (SBC) documents for all our plans are available at [Summary of Benefits \(SBC\)](#)

Benefits/Services	KP MD Platinum 0 Ded/Vision (Signature)
Plan Deductible	\$0
Out-of-Pocket (OOP) Maximum	E = \$2,650 Ind; \$5,300 Fam
Primary Care Visits	\$10
Specialty Care Visits	\$30
Outpatient Surgery	\$100
Emergency Visits	\$200 (waived if admitted)
Inpatient Hospital Care	\$200 per admission
Additional Benefits	N/A
Prescriptions	
Generic	\$10
Brand	\$45
Non-preferred	\$65
Specialty	50% up to \$150



Medical Plan Benefits

Summary of Benefits and Coverage (SBC) documents for all our plans are available at [Summary of Benefits \(SBC\)](#)

Benefits/Services	KP MD Gold 0 Ded/Vision (Signature)
Plan Deductible	\$0
Out-of-Pocket (OOP) Maximum	E = \$9,000 Ind; \$18,000 Fam
Primary Care Visits	\$25
Specialty Care Visits	\$55
Outpatient Surgery	\$250
Emergency Visits	\$500 (waived if admitted)
Inpatient Hospital Care	\$500 per admission
Additional Benefits	N/A
Prescriptions	
Generic	\$15
Brand	\$50
Non-preferred	\$70
Specialty	50% up to \$150

2026 Renewal Changes

If you're not making any changes, you don't need to submit these forms.

To avoid processing delays, be sure to sign and submit **all sections (1-4)** of this form 30 days prior to 1st of your renewal effective month to **khrysontha.c.jefferson@kp.org**.

1. CANCEL PLANS

If you don't want to offer any of these plan(s) at your renewal, check the box to the plan name. If requesting to terminate your whole group policy, please contact your Account Manager.

Cancel medical plan(s)	
☐	KP MD Platinum 0 Ded/Vision (Signature)
☐	KP MD Gold 0 Ded/Vision (Signature)

Cancel Dental plan(s)	
☐	Not offered

CONFIRM CHANGES BY SIGNING HERE	
Sign each page and return. Please correct or supply signer, phone, and email as appropriate. <i>I affirm that I have authority to contract with KFHP on behalf of the group.</i>	
Carol Richardson Authorized Company Signer X Signature Phone number Company Title (please print) Date townmanager@cottagecitymd.gov Email address	

Please sign and email all renewal change pages to khrysontha.c.jefferson@kp.org.

2026 Renewal Changes

2. ADD NEW PLANS

To add plans, check the box next to the plan name. **Please be advised:**

- Groups with 1 to 5 enrolled subscribers are eligible to offer up to 4 HMO plans, plus 1 POS plan.
- Groups with 6 or more enrolled subscribers are eligible to offer 1 or more plans, plus 2 POS plans.
- Summary of Benefits and Coverage (SBC) documents for all plans are available at business.kaiserpermanente.org/business/plans-listing/small-business by selecting the appropriate region.

HMO	
☐	KP MD Platinum 0 Ded/Vision (Signature)
☐	KP MD Platinum 0 Ded/Vision (Select)
☐	KP MD Gold 0 Ded/Vision (Signature)
☐	KP MD Gold 0 Ded/Vision (Select)

KP Plus	
☐	KP MD Platinum Plus 0 Ded/Vision (Signature)
☐	KP MD Gold Plus 0 Ded/Vision (Signature)

DHMO	
☐	KP MD Platinum 500 Ded/Vision (Signature)
☐	KP MD Platinum 500 Ded/Vision (Select)
☐	KP MD Gold 500 Ded/Vision (Signature)
☐	KP MD Gold 500 Ded/Vision (Select)
☐	KP MD Gold 1000 Ded/150 RxDed/Vision (Signature)
☐	KP MD Gold 1000 Ded/150 RxDed/Vision (Select)
☐	KP MD Gold 1500 Ded/200 RxDed/Vision (Signature)
☐	KP MD Gold 1500 Ded/200 RxDed/Vision (Select)
☐	KP MD Gold 3000 Ded/250 RxDed/Vision (Signature)
☐	KP MD Gold 3000 Ded/250 RxDed/Vision (Select)
☐	KP MD Silver 1850 Ded/350 RxDed/Vision (Signature)
☐	KP MD Silver 1850 Ded/350 RxDed/Vision (Select)
☐	KP MD Silver 2500 Ded/500 RxDed/Vision (Signature)
☐	KP MD Silver 2500 Ded/500 RxDed/Vision (Select)
☐	KP MD Silver 4000 Ded/450 RxDed/Vision (Signature)
☐	KP MD Silver 4000 Ded/450 RxDed/Vision (Select)
☐	KP MD Silver 5000 Ded/450 RxDed/Vision (Signature)
☐	KP MD Silver 5000 Ded/450 RxDed/Vision (Select)
☐	KP MD Bronze 6500 Ded/Vision (Signature)
☐	KP MD Bronze 6500 Ded/Vision (Select)

Added Choice Deductible	
☐	KP MD Gold Added Choice 1000 Ded/150 RxDed (Signature)
☐	KP MD Silver Added Choice 2500 Ded/500 RxDed/Vision (Signature)

Deductible KP Plus	
☐	KP MD Gold Plus 1500 Ded/200 RxDed/Vision (Signature)
☐	KP MD Silver Plus 1850 Ded/350 RxDed/Vision (Signature)
☐	KP MD Silver Plus 4000 Ded/450 RxDed/Vision (Signature)
☐	KP MD Bronze Plus 6500 Ded/Vision (Signature)

HSA	
☐	KP MD Gold 1700 Ded/HSA/Vision (Signature)
☐	KP MD Gold 1700 Ded/HSA/Vision (Select)
☐	KP MD Silver 2000 Ded/HSA/Vision (Signature)
☐	KP MD Silver 2000 Ded/HSA/Vision (Select)
☐	KP MD Silver 3000 Ded/HSA/Vision (Signature)
☐	KP MD Silver 3000 Ded/HSA/Vision (Select)
☐	KP MD Silver 4000 Ded/HSA/Vision (Signature)
☐	KP MD Silver 4000 Ded/HSA/Vision (Select)
☐	KP MD Bronze 6150 Ded/HSA/Vision (Signature)
☐	KP MD Bronze 6150 Ded/HSA/Vision (Select)
☐	KP MD Bronze 7100 Ded/HSA/Vision (Signature)
☐	KP MD Bronze 7100 Ded/HSA/Vision (Select)

Flexible Choice	
☐	KP MD Gold Flexible Choice 0 Ded/300 RxDed (Signature)

Flexible Choice Deductible	
☐	KP MD Gold Flexible Choice 1000 Ded/200 RxDed (Signature)

Flexible Choice HSA	
☐	KP MD Gold Flexible Choice 1750 Ded/HSA/Vision (Signature)

Adult Dental	
☐	KP Smile SG Dental EPO
☐	KP Smile SG Dental PPO Basic
☐	KP Smile SG Dental PPO
☐	KP Smile SG Dental PPO High
☐	KP Smile SG Dental POS

Adult Dental and Family Cosmetic Ortho	
☐	KP Smile SG Dental EPO w/ Family Ortho
☐	KP Smile SG Dental PPO Basic w/ Family Ortho
☐	KP Smile SG Dental PPO w/ Family Ortho
☐	KP Smile SG Dental PPO High w/ Family Ortho
☐	KP Smile SG Dental POS w/Family Ortho

Adult Dental and Child Cosmetic Ortho	
☐	KP Smile SG Dental EPO w/Child Ortho
☐	KP Smile SG Dental PPO Basic w/ Child Ortho
☐	KP Smile SG Dental PPO w/Child Ortho
☐	KP Smile SG Dental PPO High w/Child Ortho
☐	KP Smile SG Dental POS w/ Child Ortho

Child-Only Cosmetic Ortho	
☐	KP OrthoPlus EPO (Child-Only)
☐	KP OrthoPlus PPO (Child-Only)

CONFIRM CHANGES BY SIGNING HERE

Sign each page and return. Please correct or supply signer, phone, and email as appropriate.

I affirm that I have authority to contract with KFHP on behalf of the group.

Carol Richardson

Authorized Company Signer

X

Signature

Phone number

Company Title (please print)

Date

townmanager@cottagecitymd.gov

Email address

Please sign and email all renewal change pages to khrysontha.c.jefferson@kp.org.

2026 Renewal Changes

4. CHANGE EMPLOYER PREMIUM CONTRIBUTION

Company contribution for employee coverage

Your contribution to coverage can be a percentage or a fixed dollar amount. Your minimum contribution must be at least 50% of the "employee only" monthly premium for the lowest-priced Kaiser Permanente medical plan offered by you, the employer.

A percentage of the premium is based on the following (select 1 only):

☐ Lowest plan offered ☐ All plans offered ☐ Specific plan offered: _____

Employer medical contribution: _____ % per employee _____ % per dependent (optional)

Employer medical contribution (fixed \$): _____ \$ per employee _____ \$ per dependent (optional)

Note:

Colorado and Maryland: Do not have a minimum employer contribution requirement.

HI: Does not have a minimum employer contribution requirement, however Hawaii's pre-paid health care act mandates the employee's contribution cannot exceed 1.5 percent of their pay.

CONFIRM CHANGES BY SIGNING HERE

Sign each page and return. Please correct or supply signer, phone, and email as appropriate.

I affirm that I have authority to contract with KFHP on behalf of the group.

Carol Richardson

Authorized Company Signer

X

Signature

Phone number

Company Title (please print)

Date

townmanager@cottagecitymd.gov

Email address

Please sign and email all renewal change pages to khrysontha.c.jefferson@kp.org.

Important Kaiser Permanente Quote Information

Refer to your region/jurisdiction below for information related to your quote:

Colorado and Georgia:

Final rates will be based on final enrollment census, plan selection, and effective date.

Hawaii:

The rates and benefits in this proposal include the Federal Health Care Reform requirements for dependent coverage to age 26 and the elimination of lifetime maximums including durable medical equipment (DME) annual maximums. Kaiser Foundation Health Plan, Inc. reserves the right to make any change in these rates and benefits due to changes in State or Federal legislation or regulatory action. In compliance with Hawaii state insurance regulations, monthly rates for all groups who enroll in Kaiser Permanente small group health plans are rated based on each member's age on the effective date of the contract.

Member level rating calculates family rates by summing the individual member rates of covered family members under a single policy. This includes the rates for: a) All family members aged 21 and over b) Three oldest dependent children under age 21 (policyholders and spousal dependents under age 21 are not counted towards this limit) c) in the case of a non-covered subscriber (or subscriber-less), the dependent is not promoted to the subscriber role. d) Medicare members will not be induced as part of this limit (up to three dependent children under age 21)

New Quote rates are based upon the groups provided characteristics and census provided. Final premium may vary from the initially quoted premium due to any updates/changes to the group's enrollment. Renewal premium is based upon the group's actual enrollment on the date enrolled is pulled for processing. Final premium may vary from the pre-renewal premium in this packet due to any updates/changes to the group's enrollment in the period between renewal processing and the new contract effective date.

Mid-Atlantic States (Maryland and Virginia):

This quote is preliminary and subject to validation. Final rates will be based on final enrollment and effective date. Please compare the census quoted on this proposal to your group census and notify Kaiser Permanente immediately of any discrepancies.

Northwest (Oregon):

Member level rating will remain in effect. For Oregon small group plans, a factor applies for each family member and these factors are used to establish the group's 4 tier rate. Rates are established using each member's age on the effective date of the contract. Rates remain in effect for the duration of the contract period.

Northwest (Washington-Clark & Cowlitz Counties):

Member level rating continue to be in effect. Rates are established using each member's age on the effective date of the contract. There is a limit to the number of family members included for rating. All family members age 21 and over plus the three oldest dependent children under age 21 are counted. Subscribers and spouse dependents are not counted toward this limit. Rates remain in effect for the duration of the contract period.

Broker Compensation Disclosure Statement

The Consolidated Appropriations Act, 2021(AKA "No Surprises Act") promotes transparency of health care costs and consumer protection. One specific requirement of the Act requires brokers and consultants to disclose the direct and indirect compensation they expect to receive for their brokerage or consulting services to their group health plan clients. This disclosure must occur prior to the group health plan client entering into a contract with Kaiser Permanente. Kaiser Permanente is committed to assisting its brokers and consultants with fulfilling their obligation to Kaiser Permanente group health plan clients. Please visit business.kp.org to learn more.

Blank Page

**SHAMROCK LAWN MAINTENANCE
PO BOX 703
Glenn Dale, MD 20769
PROPOSAL**

<u>Submitted to:</u> Town of Cottage City	<u>Work to be performed at:</u> Town Hall and Town Common areas and Town maintained properties
--	--

We hereby propose to perform the following:

Town Hall(AREA 1):

Grass Cutting:

Minimum of Twenty-six (26) grass cuttings at 3-3.5" per season of property, includes line trimming and clean-up of trash and debris. Cutting approximately every 7-12 days (April-December).

**Lawns areas will not be serviced during extremely dry conditions if this will cause damage to turf areas crews will still visit and ensure all edges, trimming and beds and lawns are clean from debris and trash.

Twelve (12)- Eighteen(18) Stick-edgings of all curbs and sidewalks and clean up

Trash and Debris cleaned before and after each mowing.

Spring Mulching and Clean-up

One (1) full spring clean-up of leaves, debris and trash.

Shrub Trimming and Tree pruning

Spring Cleaning includes trim back perennials, edging, weeding and mulching of all mulched areas. 2" Shredded hardwood dyed black mulch applied. Chemical weed barrier applied to beds AKA Preen

Weed Control/Fertilizer:

Two(2) spring pre-emergent weed and crabgrass control.

Three (3) Summer post emergent and broadleaf weed control application to lawns.

One (1) Fall pelletized lime and winter feed Application.

Minimum Four (4) Sprayings of unwanted weeds/grass in mulch beds, sidewalks parking lots and drive areas. (as needed)

**All pesticide and fertilizer applications will be performed by Marty Mows/Marty Grows a MDA licensed applicator PFA1821, MDA-F 1042

Indemnification:

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the Town of Cottage City, its Commissioners, officers, officials, employees, agents, and representatives (collectively, the "Town Indemnitees") from and against any and all claims, demands, suits, actions, liabilities, damages, losses, judgments, fines, penalties, costs, and expenses (including reasonable attorneys' fees and court costs) arising out of or in any way connected with:

(a) the performance or non-performance of fertilizer or pesticide applications by Contractor or its subcontractor Marty Mows; (b) any violation of Maryland Department of Agriculture regulations, federal or state environmental laws, or product label instructions related to the applications; (c) any alleged or actual property damage, personal injury, environmental contamination, runoff, drift, or nuisance claims resulting from the applications; or (d) any misrepresentation regarding licensing or qualifications for these services.

This indemnification obligation shall survive the expiration or termination of the Contract. Contractor's obligations under this section shall not be limited by the existence of any insurance coverage. Nothing in this section shall be construed to require indemnification for the sole negligence or willful misconduct of the Town Indemnitees.

Fall Clean up: One (1) fall shrub trimming, grasses and perennials cut back and cleaned.

LEAF CLEAN-UP: Leaf clean-ups will be performed as needed and on-going throughout fall and as needed during winter. Minimum of five (5) leaf clean-ups.

Shrub and Tree Care: Shrubs and perennials will be cleaned and cut back as needed during growing months.

Trees: Low growth and suckers will be trimmed back as needed.

Trees and shrubs: will be fertilized during Spring clean-up/Mulching.

Aeration/Seeding: Fall core aeration and over-seeding will be performed 3 lbs of fine tall fescue(no contractor grade) seed per 1000 Square feet. Thatch cleaned raked and removed as needed.

Winter visits: Visits will be performed two times per month December through March to clean-up leaves, trash debris etc to ensure a tidy off season appearance. (Weather Permitting)

AREAS 2-9(Town Maintained Areas):

Grass Cutting:

Minimum of Twenty-six (26) grass cuttings at 3-3.5" per season of property, includes line trimming and clean-up of trash and debris. Cutting approximately every 7-12 days (April-December).

Twelve (12) Stick-edgings of all curbs and sidewalks(where Required).

Trash and Debris cleaned before and after each mowing.

Leaf clean up as needed cleaned through December.

Winter visits: Visits will be performed two times per month December through March to clean up leaves, trash and debris etc. (Weather Permitting)

All material is guaranteed to be performed as specified, and in accordance for the specifications submitted for the above work, and completed in a substantial workmanlike manner for the sum of **\$10,000.00 per year**, with payments to be made as follows: Twelve(12) **payments of \$833.33 per month** . 3/1/26 through 3/31/27.

Respectfully Submitted: George Rogers, Owner, Shamrock Lawn Maintenance

Any alteration or deviation from above specifications involving extra costs will be executed upon written or verbal order, will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents and delays beyond our control. Liability Insurance carried through Nationwide Mutual Insurance Co.

ACCEPTANCE OF PROPOSAL

The above prices and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

DATE_____

Signature/Title_____



American Landscaping Inc.

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

Item # 2.

CONTRACT #2512012

December 1, 2025

Town of Cottage City
c/o Mr. John Hoatson
3820 40th Avenue
Cottage City, Md. 20722

Properties:
Various Addresses

301 779-2161

GROUNDS MAINTENANCE CONTRACT

I. General Support Specifications

Work shall include all labor, materials, equipment, and supplies necessary to maintain areas listed in accord with our service schedule set forth below, and in a condition agreeably suitable to the approving agent and the contractor during the contract period.

Area 1 includes all listed services.

Areas 2 through 9 include II A 1-3 only.

Areas:

1. Area around and in front of Town Hall
2. Common areas on Cottage Terrace
3. Garden area and area at dead end
4. Small lot across street from 3709 38th Street
5. Cottage Terrace and 38th Street (old fire house) along walk and hill
6. Area from 3705 Cottage Terrace up to stop sign at 38th Street
7. Triangle bump-out on Bladensburg Road
8. Path at railroad tracks up to stop sign at 38th Street.
9. 3813 Cottage Terrace

II. Maintenance Specifications

A. Lawn Areas

- 1) Lawn areas are to be mowed at a maximum height of 3" to 3 1/2" and maintained at this height throughout the season. Mowing shall be performed every 6-14 days as weather conditions dictate. Police property and pick up all light trash prior to mowing.
- 2) In conjunction with mowing, trimming shall be performed around building, trees, fences, etc. where mowers won't reach
- 3) Sweep all hard surfaces free of grass clippings following each mowing.

- 4) Weed flowerbeds around Town Hall of major weeds in-conjunction with mowing services. Remove any trash and debris from beds.

B. Sidewalks and Curbs

- 1) Edge all accessible sidewalks once each month in conjunction with mowing visits. Resulting debris from edging shall be removed from site.
- 2) Spray weed killer in cracks in sidewalks, driveways, etc. four times during the contract period.

C. Shrubbery

- 1) Trim all shrubs two times during the contract period to maintain shape.
- 2) Mulch all existing tree and shrub beds with a minimum of 2" shredded hardwood black dyed mulch once during the contract period. All beds will be edged to define prior to mulching. Apply Preen to beds to help control weed growth.

D. Lawn Treatments: Required Pesticide License #2008, Professional Fertilizer License MDA-F 0877

- 1) Apply crabgrass pre-emergent control and fertilizer to lawn areas in the spring to help control crabgrass and apply Nutrients.
- 2) Fertilize entire lawn twice in the fall based on soil analysis.
- 3) Apply broadleaf weed control to lawn area three times during the contract period to help control broadleaf weeds.
- 4) Take soil analysis to determine fertilizer requirements as required by Nutrient Management Laws. Test will also give lime recommendations. Test is good for three years.

E. General Clean Up

- 1) Spring clean-up. Clean leaves and small sticks from lawn and beds prior to first mowing when possible and in conjunction with mulching. Cut back grasses and perennials.

F. Insects and Disease

Price to be based at \$70.00 per hour for application plus chemicals. \$105.00 minimum labor charge. Property will be inspected regularly. If there are any problems detected, property manager will be notified to obtain authorization for any treatment.

III. Notices and License Information and agreements

The estimated start date is based on the maintenance items you select. Work will be performed accordingly over the contract period at the appropriate times.

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 to be completed in a workmanlike manner according to standard practices. All material is guaranteed to be as specified. All agreements are contingent upon material availability and delays beyond our control. We are not responsible for damage to underground wiring, piping, or shallow cable wiring that is not marked because it is impossible to see what is underground. We will exercise all care to prevent such damage. If we see that we have damaged any wiring or pipes, then we will leave the area exposed and notify customer. Once the repair has been made by others we will return to fill in the area if needed.

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

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

State of Maryland Construction and Traders License #15345219.

Professional Fertilizer License #MDA F-0877

Our workers are covered by Workman's Compensation Insurance.

We carry General Liability and Automobile Insurance.

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

This proposal may be withdrawn if not accepted within 30 days.

TO ACCEPT RETURN ONE SIGNED AND DATED COPY OF THIS CONTRACT WITH DEPOSIT IF REQUIRED.

Please read all specifications thoroughly. If there is anything you wanted done that is not listed please ask for a revised proposal that specifically states the work you want included. Do not sign the proposal if the work listed is in any way different from what you want. If this proposal was based on a drive by and an estimator did not meet you on site directly then we will only be bound by the boundaries and above specifications that we believed were to be included in this contract.

AMERICAN LANDSCAPING INC.

CONTRACT #2512012 – TOWN OF COTTAGE CITY

PAGE 4 OF 4

IV. MAINTENANCE PRICE SCHEDULE

Service	Price Each	Approx. per Season	Yearly	Accept
II A 1-3 Mowing	370.00	24	8,880.00	
II A 4 Weeding	15.00	24	360.00	
II B 1 Edging	10.00	7	70.00	
II B 2 Hard Surfaces - Weed Control	35.00	4	140.00	
II C 1 Shrub Trimming	675.00	2	1,350.00	
II C 2 Edge and Mulch	1682.00	1	1,682.00	
II D 1 Crabgrass Control & Fertilizer	170.00	1	170.00	
II D 2 Lawn Fertilizer	148.00	2	296.00	
II D 3 Broadleaf Weed Control	106.00	3	318.00	
II D 4 Soil test	22.00	1	22.00	
II E 1 Spring Clean-Up	Included	1	included	
II F Insect & Disease		As needed		
If all items are accepted Total Estimated Annual Charges			13,288.00	

NOTE: NUMBER OF MOWINGS WILL BE DETERMINED BY WEATHER CONDITIONS.

INITIAL BESIDE EACH ITEM YOU DESIRED TO HAVE INCLUDED.

IF CONTRACT IS SIGNED WITHOUT ITEMS BEING INITIALED IT WILL BE CONSIDERED THAT ALL ITEMS ARE BEING ACCEPTED.

QUANTITIES LISTED CAN BE ADJUSTED BASED ON SEASONAL CONDITIONS

*ITEMS ARE BASED ON DOING IN CONJUNCTION WITH OTHER WORK.

A FUEL SURCHARGE MAY BE ADDED IF FUEL PRICES EXCEED \$4.00 PER GALLON.

V. CONTRACT AGREEMENT

Contract shall begin February 15, 2026 and continue through December 20, 2026

Completed work will be billed once monthly and payable net 20 days.

Eleven or twelve equal monthly payments can be made if desired.

A service charge of 2% per month will be added to overdue invoices.

Contract may be cancelled with 20 days written notice.

Via E-Mail 12/1/2025
 KAREN MARTINS, PRESIDENT DATE

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

AUTHORIZED ACCEPTANCE PRINT NAME DATE

TITLE

March 11, 2026

Town Commission and Town Manager
Town of Cottage City
3820 40th Avenue
Cottage City, Maryland 20722

Attn: John Hoatson, Town Manager

RE: Old Firehouse Project - A/E Services Proposal

Dear Commissioners and Town Manager:

On behalf of Charles P. Johnson & Associates, Inc. (CPJ), we are pleased to submit this high-level proposal to provide design, bidding, and construction management services for the Old Firehouse Project in Cottage City. This proposal is intended to outline our understanding of the anticipated professional services and associated fees based on currently available information and recent correspondence with the Town.

CPJ will serve as the Prime Consultant and will lead a multidisciplinary team of qualified subconsultants providing architectural, structural, mechanical, electrical, plumbing (MEP), building permitting services, and construction administration. Our team has extensive experience delivering renovation and adaptive reuse projects for municipal clients, particularly involving older facilities where early coordination, clear documentation, and disciplined construction oversight are critical to project success.

Project Understanding and Approach

Based on our current understanding, this engagement is being conveyed as a high-level proposal and has been developed without the opportunity for the full consultant team to conduct field inspections of the existing firehouse. As such, our scope and fee reflect this limitation. Upon issuance of a Notice to Proceed (NTP), CPJ's immediate priority will be to authorize the structural engineer to perform an on-site inspection of the existing building to assess structural conditions and inform subsequent design decisions. This early effort is critical to validating assumptions and managing project risk.

Throughout the design and construction phases, CPJ will act as the Town's representative, coordinating consultant activities, supporting procurement, and providing construction phase services to help ensure the project is delivered in conformance with the approved documents, budget, and schedule.

Scope of Services (High-Level)

Our anticipated scope includes the following major phases:

Design Services

- Coordination and management of architectural, structural, and MEP subconsultants
- Development of design and construction documents suitable for bidding
- Ongoing coordination with the Town to confirm scope, priorities, and constraints

Bidding Services

- Support during contractor procurement
- Responses to bidder questions and addenda coordination, as needed

Construction Management / Construction Administration Services

- Construction phase administration and coordination
- Review of submittals, RFIs, and pay applications
- Periodic site visits and progress meetings
- Support through substantial completion and project closeout

Fee Summary

Based on the above understanding, CPJ proposes the following **lump-sum fee structure**:

Phase	Fee
Design Services	\$150,000
Bidding Services	\$10,000
Construction Administration Services	\$75,000
Total Fee	\$235,000

Work requested which is not covered under this or subsequent proposals and/or shown as time basis items shall be undertaken at the following approved hourly rates.

Time Basis Hourly Rates

Title	Rate
Executive	\$300.00
Principal / Division Manager	\$250.00
Sr. Project Manager	\$200.00
Sr. Designer II	\$185.00
Sr. Designer I / Sr. Inspector	\$160.00
Designer / Inspector	\$140.00
CAD Technician	\$125.00
Administrative	\$90.00

This proposal assumes a conventional construction administration role and does not include full-time, on-site inspection unless specifically authorized by the Town through a separate agreement or amendment.

Assumptions and Limitations

1. This proposal is conceptual and high-level, based on limited existing condition information.
2. Full field investigation by all disciplines is not included prior to NTP.
3. Structural inspection will be prioritized immediately upon NTP.
4. Significant scope changes, unforeseen conditions, or expanded services may require fee adjustment.
5. Permitting and agency review durations are subject to third-party review timelines.

CPJ appreciates the opportunity to support the Town of Cottage City on the Old Firehouse Project and looks forward to collaborating with Town leadership to advance this important community investment. We are committed to providing responsive leadership, disciplined coordination, and practical solutions throughout design and construction.

Please do not hesitate to contact me if you have any questions or wish to refine the scope or approach outlined herein.

Sincerely,



James G. Gittens, PE
Public Sector Division Manager
Charles P. Johnson & Associates, Inc.
(301) 220 0600 x615
jgittens@cpja.com

Enclosed: CPJ Standard Conditions

These Terms and Conditions are incorporated by reference into the Proposal (the “Proposal”) from Charles P. Johnson and Associates, Inc., a Maryland Corporation (“CPJ”), to the named client (the “Client”) for performance of services described in the Proposal and associated with the project described in the Proposal (the “Project”) and in any subsequent approved Change Order related to the Project. These Terms and Conditions, the accepted Proposal and any Change Orders or other amendments thereto, shall constitute a final, complete, and binding agreement (the “Agreement”) between CPJ and the Client.

Article 1 - Professional Services

a. Scope of Services - CPJ has endeavored to include all reasonably foreseeable agency requirements in this Proposal (the “Scope”) based on the information provided and available at the time of the Proposal. Fees quoted are for the specific operations described; additional operations required will be quoted when the scope is determined. The fees quoted for design plans are for the work necessary to comply with agency submittal requirements and regulations consistent with good design practice and assume normal processing with the appropriate agencies. If any changes to applicable laws or regulations occur during the project, CPJ, after consulting with the Client, will incorporate those changes into the design documents, with reasonable adjustments to the project schedule and fees, as necessary.

If in CPJ’s professional judgment the Scope must be expanded or revised, CPJ will forward a change order request to the Client that describes the revision to the Scope (the “Change Order”) and any associated increased fee. The Client may approve a Change Order in writing or by electronic verification.

In the event Client elects to proceed with the design of plans concurrently, it is understood that any extra work required, by virtue of change in plans by any approving agency or the Client, will be billed on a time basis. Changes in one plan may result in extra work on all other plans. Revisions to previously approved drawings or other documents made necessary by Client or agency requested changes after the fact or due to Client requested changes will be considered as additional services.

b. Schedule of Services – It is the policy of CPJ to complete all engineering and surveying services in a timely manner. However, there is no guarantee, either expressed or implied, as to when the work will be completed or when plans will be reviewed or approved by the applicable governing agencies unless otherwise noted in our Proposal.

c. Standard of Care - In connection with the services performed hereunder, CPJ will use that degree of care and skill ordinarily exercised under like and similar conditions by reputable members of the consulting profession practicing at the time and in the same or similar locality. No other warranty, expressed or implied, is made or intended by our proposal for consulting services.

d. Representations – CPJ represents that it and its consultants have and shall maintain throughout the performance of this Agreement the requisite licenses, registrations, and/or certifications required for the performance of the services in the jurisdiction(s) in which the Project is located.

e. Permits / Approvals – CPJ shall assist the Client in applying for and obtaining permits and approvals normally required. This assistance is limited to the scope of the tasks in this proposal. The assistance provided is not to be considered a guarantee of approval or issuance of a permit. Although it is the intent of CPJ to perform all services necessary to receive approvals from the required government agencies, no guarantee expressed or implied is made as to government agency approval. The Client is responsible for all permit fees and bonds.

f. Opinions of Probable Quantities and Costs - CPJ’s opinions on probable construction or development costs are based on industry knowledge and are intended solely to assist the Client with budget planning. These opinions are not guarantees or warranties that actual construction costs

will align with the Project budget at the time of bidding or contracting. Earthwork quantity estimates, provided exclusively for permit fee calculations, are subject to conditions beyond CPJ’s control, such as soil variability, survey and construction tolerances, and compaction ratios. CPJ does not guarantee the accuracy of these estimates, and Clients should require contractors to provide independent quantity estimates in their bids. Since CPJ cannot control labor, material, equipment costs, contractor pricing methods, competitive bidding, or market conditions, cost estimates are based on the unit prices provided by the Client or Municipality, available data, and experience. These estimates represent a design professional’s best judgment but are not assurances against variance in bids, proposals, or actual construction costs. CPJ’s role regarding bids is limited to helping the Client tabulate budget categories, with no responsibility assumed for the accuracy of these budget opinions. Unless explicitly agreed in a signed document, no fixed construction cost limit is set as a condition of this Agreement based on these cost opinions.

g. Site Safety – The presence of CPJ staff or its consultants at the Project site shall not be deemed an assumption by CPJ of any obligations, duties, or responsibilities for the safety of others at the site. The Client understands that, in accordance with generally accepted construction practices, the Client and the Contractor will be solely and completely responsible for working conditions on the job site, including the safety of all persons and property during the performance of the work, and compliance with OSHA regulations and for establishing any safety or security programs, and shall inform CPJ of any of the same as CPJ and its employees and consultants visit the Project or otherwise perform services under this Agreement. Owner and Contractor shall arrange for safe access to the Project and make all provisions for CPJ and its employees and consultants to enter upon the Project as required for CPJ to perform services under this Agreement. These requirements will apply continuously and not be limited to normal working hours. This includes, but is not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, supervising, or coordinating the work of the Project in accordance with the Construction Documents or regulatory health or safety requirements, if any. CPJ, its employees, and consultants have no authority to exercise any control over any construction contractor, its employees, or subcontractors in connection with their work or health and safety programs and procedures.

h. Site Stakeout – The following additional conditions pertain to construction stakeout:

- i. In the event the Client elects to utilize another consultant for construction stakeout, CPJ must be sent all grade/cut sheets for approval prior to construction. CPJ will review all grade/cut sheets within one (1) business day from receipt. Failure by the Client to give CPJ the opportunity to approve all grade/cut sheets will result in the Client accepting liability for any construction issues/errors.
- ii. All survey control points will be set at selected locations and will be conspicuously flagged with guard stakes. Work required to reset a destroyed control point will be billed at the hourly rates stipulated in this proposal.
- iii. A minimum of four (4) hours work is required for each field stakeout request. All operation fees based on an hourly rate will be billed subject to this minimum, and per unit fees will be subject to hourly rate fees for less than minimum orders.

- iv. CPJ will not accept any liability for construction errors unless the survey point(s) on which the construction was based remain and CPJ has had the opportunity to verify the stakeout. In the event the error was caused by CPJ through either stakeout or design, CPJ reserves the right to utilize the contractor of their choice to correct the deficiency.
- v. To assure quality, CPJ utilizes a series of stakeout checks to verify accuracy of stakes placed in the field. All checks are performed the working day following the completion of the stakeout. Construction utilizing the stakeout prior to CPJ having an opportunity to verify, will be at the contractor's risk.
- vi. Stakeout fees are quoted assuming reasonable economy of scale. Restakes done on a time basis frequently exceed the unit price quoted. These conditions are designed to ensure accurate and reliable construction stakeout, minimizing potential issues, and maintaining project quality.
- j. **Notice of Nonconformance** – If the Client observes or becomes aware of any errors, omissions, or inconsistencies in the any documents provided by CPJ or any fault or defect in the Project, the Client shall promptly give written notice to CPJ.
- k. **Project Permit and Review Fees** – The Client shall pay all fees required to secure jurisdictional reviews and approvals for the Project.
- l. **Recorded Documents** – The Client will be responsible for processing legal documents (easements, etc.) and will furnish CPJ with a copy of all recorded documents prepared by CPJ and recorded by the Client.
- m. **Adjacent Properties** – The Client will be responsible for obtaining any off-site easements or notarized letters of permission for off-site construction, if required.
- n. **Notice of License or Royalty Fee.** The Client shall inform CPJ if any invention, design, process, product or devise that Client has requested, required or recommended for inclusion in the plans will be subject to payment (whether by Client or Contractor) of any license fee or royalty to others, as required by patent rights or copyrights.

Article 2 – Client's Responsibilities

- a. **Client's Representative** – The Client shall designate one or more representatives with the authority to act on the Client's behalf regarding the Project. If, for any reason, the Client's designated representative is replaced during the progress of the Project, CPJ shall have the right to renegotiate its compensation in response to the change.
- b. **Program** – If available and integral to the Project scope, the Client shall provide a detailed description, program, and any budget parameters or special criteria related to the Project or CPJ's services, which will become part of this Agreement. Any changes to these items must be communicated in writing to CPJ immediately for review.
- c. **Responsibility for Requirements and Instructions.** Client shall be responsible for all requirements and instructions that it furnishes to CPJ pursuant to this Agreement, and for accuracy and completeness of all programs, reports, data, and other information furnished by Client to CPJ pursuant to this Agreement. CPJ may use and rely upon such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.
- d. **Independent Consultants.** Client shall advise CPJ of the identity and scope of services of any independent consultants employed by Client to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, Project peer review, value engineering, and constructability review.
- e. **Existing Information** – Client shall furnish any and all information relevant and relating to the Project in its possession or secured at a later date, including reports, plans, drawings, surveys, deeds, topographical information, reports, etc.
- f. **Independent Testing** – The Client shall provide independent testing or consulting services when deemed necessary to determine site conditions such as soil and subsoil conditions, water, pollution, and hazardous waste presence and characteristics. Client may authorize CPJ, for an agreed upon fee, to obtain or provide additional information as required for the Project but not otherwise identified in this agreement. Testing schedule and results may affect project schedule and scope of services.
- g. **Right to Rely** – Unless expressly agreed in writing as part of the Scope, CPJ shall be entitled to rely on the accuracy and completeness of all information, test results, and work product provided by the Client and the Client's Consultants. CPJ shall not be responsible for calculations, specifications, or designs based on erroneous, inaccurate, or incomplete information provided by the Client.
- h. **Site Access** – The Client shall provide for CPJ's right to enter, as necessary, property owned by the Client or others so CPJ may perform the services outlined in the Proposal, as further discussed in Paragraph 1.G above.
- i. **Approvals** – Client's directions, decisions, approvals, reviews, and responses shall be communicated to CPJ in a timely manner so as not to delay the performance of services.

Article 3 – Ownership of Documents

- a. **Ownership of Documents** – All documents prepared by CPJ as instruments of service pursuant to this Agreement, including all associated copyrights and the rights of reuse at the discretion of CPJ, shall be the sole property of CPJ, whether or not the Project is completed. The Client agrees that all documents furnished to the Client or the Client's agents or designers, if not paid for, will be returned upon demand, and will not be used by the Client for any purpose whatsoever. The Client further agrees that under no circumstances shall any documents produced by CPJ pursuant to this Agreement be used at any location or for any project not expressly provided for in this Agreement without the written permission of CPJ. Should the Client declare bankruptcy or be in default of any kind, CPJ, being the sole owner of the documents, retains the right to market, sell, or use the documents at its sole preference.
- b. **Reproduction of Documents** – CPJ will furnish two (2) copies of all approved plans produced under this Agreement to the Client and grants to the client an irrevocable, non-exclusive license to reproduce the plans and other design materials solely for the construction of the Project and for information and reference with respect to the use of the Project. Termination of this Agreement prior to the completion of the Project shall terminate this license; all design plans and materials and copies in the Client's possession or control, are to be returned to CPJ within thirty (30) days of the Notice of Termination.
- c. **Electronic Documents** - CPJ prepares plans utilizing computer programs that result in an electronic version of the plans. The work product delivered pursuant to this contract is paper copies of the approved plans/documents or digitally signed/approved PDF copies of the approved plans/documents. The electronic plan files shall remain the property of CPJ. CPJ may from time-to-time consent to transfer the electronic files to a third party if requested by the Client. Digital data may not be released in any form to any other individual or firm or review agency, or other entities without the express written consent of CPJ. Users of the data must agree to the limitations of CPJ's liability and shall agree to use the data only in accordance with the terms of CPJ's Digital Data Release Form. The Client hereby expressly agrees that CPJ shall have no liability for the accuracy or suitability for any use of the electronic files and any changes to the electronic files voids any liability to CPJ. The electronic files are expressly not to be used for construction. Only the signed approved mylar or paper copy is to be used for construction.
- d. **Unauthorized Use** – The Client, to the fullest extent permitted by law, shall indemnify and hold harmless CPJ for costs, including legal fees, liability, or loss, which result from unauthorized use or modification of any documents produced by CPJ under this Agreement for this Project or any other purpose.

Article 4 – Compensation and Payment

- a. Compensation** – Compensation for Professional Services performed under this Agreement should be at the amount defined and agreed upon in the Proposal, subject to the provisions of this Agreement. Operations invoiced on a "time basis" will be billed at the prevailing hourly rates at the time of invoicing. Additional services, when requested by and agreed to by the Client, shall be compensated on a "time basis" or based on a negotiated fee provided as a Change Order to the proposal. Tasks/Operations quoted but not required will not be billed.
- b. Payment** – CPJ shall prepare invoices in accordance with its standard invoicing practices, progress reporting and special invoicing requirements. Invoices will be rendered on a monthly progress or phase completion basis, and payment is due within thirty (30) days of the date of the invoice. A monthly interest charge of one (1) percent may be charged against accounts more than sixty (60) days past due from the date of the invoice. Questions regarding invoices must be presented in written form within thirty (30) days of the disputed invoice. After thirty (30) days all invoices will be deemed correct. If CPJ elects to utilize a collection service to collect payments due, the Client is liable for all collection and attorney fees. Failure to pay invoices on time may be considered a delay caused by the Client. CPJ may stop work and or not release documents to the Client, Client's agents, or public agencies if the payment for work done on any part of the Project is past due. In the unlikely event of litigation for pursuit of unpaid invoices, the prevailing party shall have the right to collect from the other party its reasonable costs and necessary disbursements and reasonable attorneys' fees incurred in enforcing this Agreement.
- c. Obligation** – Notwithstanding any other provision in this Proposal, the Client shall be responsible for ensuring payment to CPJ for all services provided. CPJ's entitlement to payment shall not be contingent upon the Client's receipt of funds from any other arrangement and CPJ will not bear liability for disputes between the Client and any other entity regarding payment issues. Any non-payment shall constitute a material breach of this Agreement.
- d. Disputed Invoices.** If Client disputes an invoice, either as to an amount or entitlement, then Client shall promptly advise CPJ in writing of the specific basis for doing so; may withhold only that portion so disputed; and must pay the undisputed portion, subject to the terms of this Article 4. After a disputed item has been resolved, CPJ shall revise or include the agreed upon amount on a new invoice.
- e. Sales or Use Taxes.** If after the date of this Agreement any governmental entity takes an action that imposes additional sales or use taxes on CPJ's services or compensation under this Agreement, then CPJ may invoice such additional sales or use taxes for reimbursement by Client. Client shall reimburse CPJ for the cost of such invoiced additional sales or use taxes; such reimbursement will be in addition to the compensation to which CPJ is entitled under the terms of the Agreement and Proposal.
- f. Deposit** – CPJ reserves the right to require a deposit of an amount deemed appropriate to begin new work or continue work when payments are past due. In this event, the Client shall deliver to CPJ advance funds to be held by CPJ as an advance against future billings. The deposit shall not be required to be held in a separate account, nor shall it bear interest.
- g. Reimbursables** – Expenditures made by CPJ in the interest of the Project will be billed at cost plus an administrative fee of **15.00%**. Plan copies and prints required for agency submission and for Client use will be billed. Reproduction costs and filing fees required for plans and plats are not included in the fees quoted. Review and filing fees should be paid directly to the agencies by the Client.
- h. ACH Payments:** ACH payments are our preferred method of payment. They offer a secure and efficient way to process transactions. For ACH payment details, please contact our Corporate Office at 301-434-7000.
- i. Credit Card Payments** – Credit Card payments are subject to a processing fee of **5.00%** and can only be accepted by contacting our Corporate Office at 301-434-7000. Please have your invoice number(s), dates, amounts or new proposal information available.

Article 5 – Insurance, Liability, and Indemnification

- a. Insurance** – CPJ maintains workers' compensation, general liability, auto liability, and professional liability insurance. Upon request, CPJ will provide a certificate of insurance and will make reasonable efforts to name Client as an additional insured. Client acknowledges review and acceptance of CPJ's coverage limits and agrees CPJ's liability shall not exceed those limits. CPJ may modify its insurance terms without notice, except for reductions in limits, which require prior notice to Client.
- Client shall maintain general liability and property insurance as Project owner and provide proof to CPJ. All construction contracts must require builder's risk or equivalent property insurance.
- b. Limited Liability** – CPJ's liability under this agreement shall be limited to damages resulting from CPJ's errors, omissions or negligent acts arising from the services performed pursuant to this agreement. CPJ will not be held responsible for any claims based on delay of the Project in design or construction phase. CPJ's liability is limited to the coverage amount of CPJ's insurance. The liability of CPJ, if any, for back charges arising from these acts is wholly dependent upon notification of CPJ prior to the initiation of corrective work which is reasonably sufficient to enable CPJ to assess and monitor the intended corrective work.
- c. Claims** – In the event the Client makes a claim or brings an action against CPJ for any acts arising out of the performance of the services hereunder, and the Client fails to prove such claim or action, the Client shall pay all legal and other costs incurred by CPJ in defense of such claim or action.
- d. Time Limitations** – No claim shall be filed in the court of law relating to the performance of CPJ, its employees or its subcontractors, for any reason after six (6) months of the completion of the Project. Completion of the Project is defined as the date of completion of the tasks under the Proposal as indicated by a complete billing of the authorized and necessary tasks.
- e. Indemnification** – The Client and CPJ each agree to indemnify and hold harmless the other, and their respective officers, employees, and representatives, from and against liability for losses, damages, and expenses, including reasonable attorney's fees as are awarded according to applicable law, to the extent such losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions.
- f. Consequential Damages** – The Client and CPJ waive consequential, incidental, and indirect damages for claims, disputes or other matters in question arising out of or related to this Agreement or the Project. This mutual waiver is applicable, without limitation, to ALL consequential damages including due to either party's termination in accordance with the termination provisions of this Agreement. Such excluded damages include, but are not limited to, loss of profits or revenue, loss of use or opportunity, loss of goodwill, cost of substitute facilities, goods or services, and cost of capital.
- g. Hazardous Materials Waiver** – CPJ and its consultants have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials in any form at the Project site, and Client shall indemnify and hold harmless CPJ and its officers, directors, members, partners, agents and employees from losses, damages and judgments (including reasonable consultant' and attorneys' fees and expenses) caused by, arising out of, relating to, or resulting from the presence of such hazardous materials.
- h. Waiver of Subrogation.** All policies of property insurance relating to the Project held by CPJ and Client, must allow for waiver of subrogation rights and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against CPJ, its employees and consultants. Client and CPJ waive all rights against each other, Contractor and the respective officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by such insurance policies related to the Project. Client and CPJ shall take appropriate measures in other Project-related contracts to secure waivers of rights consistent with those set forth in this paragraph.

Article 6 – Suspension/Termination and Dispute Resolution

- a. Termination** – This Agreement may be terminated by either party after giving thirty (30) days' written notification of Intent to terminate to the other party and by payment of the balance due to CPJ by the Client. This balance will be arrived at by tabulation of hours spent times the hourly rates in effect at the time of termination.
- b. Aged Accounts** – The Client's failure to make payments to CPJ in accordance with the provisions of this Agreement may be deemed a substantial failure to perform and a cause for termination or suspension of services. CPJ shall have no liability to the Client for any delays caused by a suspension or termination under this provision.
- c. Stop Work** – The Client may stop or suspend work at any time on any or all operations covered by this Agreement. Notice to stop work must be in writing. The Client will be responsible for payment of all time spent, billed or unbilled, prior to the notice to stop work. CPJ reserves the right to re-negotiate the terms of the proposal upon work stoppage or delay caused by the Client, public agencies, or causes beyond the control of CPJ. CPJ may, after giving three (3) day written notice to Client, suspend services under this Agreement, (i) if Client has failed to pay CPJ for invoiced services and expenses, as required herein, (ii) in response to the presence of hazardous materials at the Project, or (iii) if persistent circumstances beyond the control of CPJ have prevented it from performing its obligations under this Agreement.
- d. Negotiation** – The Client and CPJ agree to negotiate all disputes between them in good faith for a period of thirty (30) days. If the parties fail to resolve a dispute through negotiation, then they shall first submit all matters in question to mediation under the current Construction Industry Rules of the American Arbitration Association. If such mediation is unsuccessful in resolving the dispute, then the parties may mutually agree to dispute the resolution or seek to have the dispute resolved by a court of competent jurisdiction having jurisdiction at the location of the Project, or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the Project is located. The prevailing party in any such proceeding shall be entitled to an award for its reasonable attorney's fees and costs.
- e. Continued Service** – Unless otherwise communicated in writing, CPJ agrees to continue to perform its services during any dispute resolution proceedings and the Client agrees to continue to make payments in accordance with this Agreement for amounts and services not in dispute.

Article 7 – Other Terms and Conditions

- a. Force Majeure** – Either party shall be relieved of its obligations hereunder (except for payments due from Client to CPJ) in the event and to the extent that performance is delayed or prevented by any cause beyond its control and not caused by the party claiming relief or the recovery of such cause, as further defined herein ("Force Majeure"). The parties agree to make all reasonable efforts to mitigate the delays and damages caused by Force Majeure. "Force Majeure" means a material delay beyond the reasonable control of the delayed party caused by labor strikes, lock-outs, industry-wide inability to procure materials, extraordinary restrictive governmental laws or regulations (such as gas rationing), mass riots, war, military power, terrorist acts, sabotage, material fire or other material casualty, Severe Weather (such as flooding, high winds, blizzards) or an extraordinary and material act of God (such as a tornado or earthquake), but excludes inadequacy of insurance proceeds, litigation or other disputes, financial inability, lack of suitable financing, delays of the delayed party's contractor and failure to obtain approvals or permits unless otherwise caused by an event of Force Majeure.
- b. Notices** – Notices required by this Agreement shall be in writing and delivered personally or by certified mail, return receipt requested, to the addresses for CPJ and the Client as indicated on the proposal.
- c. Governing Law** – This Agreement shall be governed and interpreted in accordance with the laws of the State, or Commonwealth, of the CPJ office in which the proposal originated.

- d. Severability** – If any provision of this Agreement shall be found invalid, illegal, or unenforceable, the other provisions of this Agreement shall remain in full force and effect.
- e. Agreement** – CPJ and the Client each bind themselves; their partners, executors, and administrators to the other party in respect to all covenants of this Agreement. The person(s) signing this Agreement on behalf of the parties hereby individually warrant that they have full legal power to execute this Agreement on behalf of their respective parties and to bind and obligate the parties with respect to all provisions contained herein.
- f. Survival** – Subject to applicable laws and regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- g. No Waiver** – A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.
- h. Assignment** – Neither party shall assign, sublet, or transfer its interest in this Agreement without the written consent of the other party hereto. This Agreement may only be amended in writing signed by both the Client and CPJ.
- i. Conflict of Interest** -
 - i.** Nothing in this Agreement will be construed to create or impose any duty on the part of CPJ that would be in conflict with CPJ's paramount obligations to the public health, safety and welfare under the professional practice requirements governing CPJ, its consultants and all licensed professionals employed by CPJ or its consultants.
 - ii.** If during the term of this Agreement a potential or actual conflict of interest arises or is identified:
 - 1. CPJ and Client together will make reasonable, good faith efforts to avoid or eliminate the conflict of interest; to mitigate any adverse consequences of the conflict of interest; and, if necessary and feasible, to modify this Agreement to address the conflict of interest and its consequences, such that progress under this Agreement may continue.
 - 2. Such efforts will be governed by applicable laws and by any pertinent Client's policies, procedures, and requirements (including any conflict-of-interest resolution methodologies) provided to CPJ.

Our Standard Conditions are provided to set clear expectations and responsibilities, ensure fairness, and protect all parties from liability.

Everyone at Charles P. Johnson and Associates looks forward to working with you to meet your Vision of Success!



TOWN OF COTTAGE CITY
Architectural & Engineering Services
Cottage City Old Firehouse /
Community Outreach Center
FISCAL YEAR 2026

Town of Cottage City
3820 40th Avenue
Cottage City, Maryland 20722
301-779-2161

RFP # CC-2026-01

TOWN OF COTTAGE CITY

REQUEST FOR PROPOSALS (RFP)

Architectural & Engineering Services

Cottage City Fire House / Community Outreach Center

RFP # CC-2026-01

Project Background and Overview: The Town of Cottage City, an historic municipality located along the Anacostia River in Prince George's County, Maryland, acquired the former site of the Cottage City & Colmar Manor Fire Department building (c. 1925) from the Brentwood Volunteer Fire Department at 3801 38th Avenue on July 2, 2021. This approximately 1,188 gross square feet (GSF) structure, with potential for expansion, is being renovated and adaptively reused as a Community Outreach Center.

The project may be funded in part by a \$500,000.00 Maryland State Bond Initiative for acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping. \$190,000.00 matching funds are required by the Town of Cottage City. This project is further partially funded by the Maryland Historical Trust and must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties. It also has received funding from DHCD (Department of Housing and Community Development) and MHAA (Maryland Heritage Area Association)

- SOURCES OF FUNDS:
- \$190,000.00 "Matching Funds" Town of Cottage City
- \$500,000.00 Bond Bill
- \$90,000.00 MHAA
- \$100,000.00 MHT
- \$185,000.00 MD DHCD
- \$1,065,000.00 Total Sources of Funds (Awarded)

The Town of Cottage City is seeking qualified Architectural & Engineering (A/E) firms to provide professional services for the restoration and adaptive reuse of the Historic Cottage City Fire House (c. 1925) into a Community Outreach Center of approximately 2,000 gross square feet (GSF). The project will restore the structure to its period of significance (1925) while adapting the building for modern community use.

This project has a tentative target completion date of June 30, 2028, and this RFP is a re-solicitation. The Town seeks qualified Architectural & Engineering (A/E) firms experienced in historic preservation to provide professional services compliant with the Maryland Historical Trust (MHT) and the Secretary of the Interior's Standards for the Treatment of Historic Properties. The project is also subject to Davis-Bacon wage requirements. The center will provide services and programs including:

- Health and Wellness Classes
- Mental Health Programs
- Food, Clothing, and Housing Assistance
- Job Readiness Programs
- Youth and Senior Programs/Activities
- Police Explorer Program

- Citizen Police Academy
- Neighborhood Watch/Community Safety/CERT/Emergency Readiness Training

Scope of Project: The selected firm shall provide comprehensive services, including but not limited to:

Task 1 — Existing Conditions & Assessment

- Site and building evaluation
- Structural, mechanical, electrical, and plumbing assessment
- Historic materials and features documentation

Task 2 — Design & Documentation

- Conceptual design options
- Historic preservation approach
- Construction drawings and specifications
- Compliance with ADA, life safety, and building codes

Task 3 — Bidding & Construction Support

- Assistance with contractor bidding process
- Bid tabulation and review
- Construction administration and site visits
- Certification of completed work

Confidentiality: Vendors must treat any designated documents and information provided by the Town as confidential. The Town will treat all proposals received and the information contained therein as confidential until a negotiated contract is executed, or all proposals are rejected.

Public Statement: No vendor shall make any public statement about this RFP without prior written consent from the Town.

General Conditions: The following general conditions apply:

- The Town may not necessarily accept the lowest cost proposal but will strive to select the best and most responsive proposal.
- The Town may cancel this RFP or amend its contents at any time before acceptance of a proposal.
- If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
- The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by the Town.
- This project is partially funded by the Maryland Historical Trust and must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Equal Opportunity/Non-Discrimination: The Town encourages proposals from minority-owned, women-owned, and disadvantaged business enterprises. Vendors must comply with federal and state non-discrimination laws.
- Indemnification: The selected firm shall indemnify and hold harmless the Town from claims arising from the firm's negligence.
- This project is subject to Davis-Bacon wage requirements.

Compensation: State the compensation required for services, specifying minimum billing increments. Itemized monthly bills must include subject matter, date, time, and description. Provide a breakdown of costs by task, including any proposed retainer (e.g., for initial design concepts).

Submission Requirements: Submit proposals in PDF format, including:

- Title page (project title, proposer's contact information, total proposed cost).
- Firm qualifications, including experience with historic preservation projects (provide 3 examples).
- Resumes of key team members.
- Architectural/Engineering Cost Estimate, broken down by task.
- Proposed timeline aligning with June 30, 2028 completion.
- Proof of licensing and insurance.
- Minimum 3 client references (company name, contact, email, phone, description of work).
- Acknowledgment of compliance with MHT, Secretary's Standards, and Davis-Bacon.

Insurance: The bidder must obtain at its own cost and expense and keep in force and effect during the term of the contract, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the Town prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract as evidence of compliance with this provision. The Town of Cottage City must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the Town of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the Town Manager.

Coverage Amount or Limits: Workers Compensation: Bodily injury by Accident (each) \$100,000, Disease (policy limits) \$500,000, Disease (each employee), \$100,000. Commercial General Liability: \$500,000 (Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.) Minimum Automobile Liability (Including owned, hired, and non-owned automobiles): Bodily injury, each person \$250,000, Bodily injury, each occurrence \$500,000, Property damage, each occurrence \$300,000. Professional Liability: \$1,000,000 for errors, omissions, and negligent acts, per claim and Aggregate, Professional Liability (for professional services contracts): \$1,000,000.00 (For errors, omission, and negligent acts, per claim and Aggregate, with one-year discovery period and a maximum deductible of \$25,000).

Client References: Each bidder-applicant and each subcontractor (if applicable) shall have performed similar work for a minimum period of five (5) years. Each applicant and each subcontractor (if applicable) must provide a minimum of three (3) clients and references that can substantiate past work performance and experience in the type of work required for this contract. For each reference provide company name, contact name, email addresses, phone numbers, and description of work performed. The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work.

Rejection of Submissions: The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

Incurring Cost: The Town will not be liable for any cost incurred by entities or proposers prior to executing a contract or purchase order.

Anti-Lobbying Provision: Vendors must indicate through written promise within the proposal cover letter that Proposer's officers, employees, agents, consultants, or lobbyists will not attempt to lobby or influence a vote or recommendation related to the Vendor's proposal submitted in response to this RFP; directly or indirectly, through any contact with Town Commissioner or other Town officials between the date that the request is sent out and the date the contract resulting here from is awarded by the Board of Town Commissioners. Such behavior may be an immediate cause for rejection of the Vendor's proposal.

EVALUATION & AWARD: The Town of Cottage City will evaluate proposals based on:

- Qualifications and experience
- Understanding of historic preservation requirements
- Technical approach
- Cost reasonableness
- Ability to meet schedule

The Town reserves the right to reject any and all proposals, and the contract will be awarded to the lowest responsive and competent proposer.

Point of Contact: John Hoatson, Town Manager, can be reached at 240-544-8725 or 301-779-2161. Email: Townmanager@cottagecitymd.gov with any questions.

Question Deadline: If you have questions, please submit them by **Friday, April 24, 2026, By 5:00 PM**

Submission Deadline: Responses to this RFP are to be submitted **NO LATER THAN Friday, Monday, May 11, 2026**, by 5:00 PM

- **By Mail:** Town of Cottage City, 3820 40th Avenue Cottage City, Maryland 20722
- **By Email:** townmanager@cottagecitymd.gov
- **In-Person:** Cottage City Town Hall, 3820 40th Avenue Cottage City, Maryland 20722

Selection Process and Criteria: Town Elected Officials will participate in the process of selecting the appropriate firm. The Town may interview shortlisted firms or conduct site visits. Award to the most responsive, competent proposer providing best value.

Thank you for your interest in this Request for Proposals for the Town of Cottage City.

John Hoatson
Town Manager
Town of Cottage City

TOWN OF COTTAGE CITY
RESOLUTION 2026-09

Item # 4.

**A RESOLUTION DEFINING THE ROLE OF THE COMMISSION CHAIR IN THE
TOWN OF COTTAGE CITY**

Introduced by: Town of Cottage City Commission

WHEREAS, the Town of Cottage City operates under a Commission-Manager form of government; and

WHEREAS, under this form of government, the Town does not have a Mayor, but instead is governed by the Cottage City Commission as a body; and

WHEREAS, the Charter vests day-to-day executive and administrative authority in the Town Manager as chief administrative officer (§56), while the Cottage City Commission as a body retains broad administrative and enforcement powers under §§ 18 and 19; individual commissioners, including the Chair, retain only those limited procedural, legislative, and expressly granted duties provided by the Charter, the Code Ordinances, or state law; and

WHEREAS, it is necessary and appropriate to clarify the role, duties, and limitations of the Commission Chair in order to promote effective governance and ensure the proper separation between legislative leadership and administrative operations while recognizing limited individual executive authority granted by state law.

NOW, THEREFORE, BE IT RESOLVED by the Cottage City Commission that the role of the Commission Chair shall be defined as follows:

1. Presiding Officer:

The Commission Chair shall serve as the presiding officer at all regular, special, and work session meetings of the Town Commission. The Chair shall maintain order, recognize speakers, and ensure that meetings are conducted in an orderly and efficient manner in accordance with the Maryland Open Meetings Act, the Town Charter, applicable ordinances, and any rules of procedure adopted by the Cottage City Commission.

2. Special Meetings:

The Commission Chair or a majority of the members of the Commission shall have the authority to call special meetings of the Town Commission when deemed necessary, consistent with the requirements of the Town Charter, applicable law, and public notice provisions.

3. Legislative and Procedural Role:

RESOLUTION 2026-09

The Commission Chair's role is primarily procedural and legislative in nature. The Chair acts as the facilitator of Commission meetings and deliberations, and as such, serves as the official presiding officer of the governing body.

4. Administrative Authority:

The Commission Chair shall have no individual executive or administrative authority over the day-to-day operations of the Town, including the supervision or direction of Town staff, employees, contractors, or the routine administrative functions of the Town government, except as expressly authorized by the Town Charter, state law, an ordinance, resolution, or formal action of a majority (i.e., 3 votes) of the full Commission.

Notwithstanding the foregoing, the Commission Chair, as the principal executive officer of the Town for purposes of state law, shall have the authority to declare a local state of emergency pursuant to Maryland Public Safety Article § 14-111 and to perform any other duties expressly required of the senior elected official under state emergency management law and any emergency powers ordinance enacted by the Cottage City Commission. The Cottage City Commission as the governing body under state law must consent if a declared local emergency is to continue or be renewed beyond 30 days pursuant to PS Art., § 14-111(b)(1).

Pursuant to Charter Section 44, amended by Charter Amendment 2023-01, all checks issued in payment of salaries or other municipal obligations shall be issued and signed by the Town Manager and shall be countersigned by the Commissioner Chair and the Commissioner Secretary, except if either of those two commissioners is unavailable any other Commissioner may countersign.

In addition, the Commission Chair shall serve as the designated liaison with the Town Manager on routine personnel matters concerning the Town Manager, such as requests for time off or leave, provided that all such matters remain subject to the ultimate oversight and approval of the full Commission and consistent with any personnel policies adopted by the Cottage City Commission.

5. Equal Vote and Status

The Commission Chair shall remain a member of the Town Commission with the same voting rights, powers, and responsibilities as the other Commissioners, except for those additional duties specifically stated in the Charter or Town Code, or associated with presiding over meetings and calling special meetings.

6. Intent

It is the intent of this Resolution to clarify that the position of Commission Chair is one of leadership in governance and meeting administration, and not one of independent executive or administrative authority over Town operations.

TOWN OF COTTAGE CITY

RESOLUTION 2026-09

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

ADOPTED by the Town Commission of the Town of Cottage City this 8th day of April, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner

Reney Henderson Sr, Ward 2, Commissioner

Demetrius Givens, Ward 4, Commissioner

John Brooks, At-Large, Commissioner Vice Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th day of April 2026 with __ Aye votes and __ Nay votes, the aforesaid Resolution 2026-09 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY
RESOLUTION 2026-10

Item # 5.

**A RESOLUTION REQUIRING SUPPLEMENTAL PUBLIC DISCLOSURE OF
CONFLICTS OF INTEREST BY TOWN COMMISSIONERS DURING DISCUSSION
AND VOTING ON MATTERS BEFORE THE COMMISSION**

Introduced by: Town of Cottage City Commission

WHEREAS, The Cottage City Commission of the Town of Cottage City is entrusted to serve the public with integrity, transparency, and accountability; and

WHEREAS, maintaining public trust requires that all elected officials act in the best interests of the Town and avoid situations in which personal interests could influence official decision-making; and

WHEREAS, conflicts of interest—whether real, perceived, or potential—may arise when a Town Commissioner stands to personally benefit from any matter under consideration; and

WHEREAS, disclosure of such conflicts promotes transparency and ensures that decisions are made in an open and ethical manner; and

WHEREAS, concerns at various levels of government have highlighted the importance of clear ethical standards to prevent the use of official positions for personal gain; and

WHEREAS, Chapter 15 of the Town Code of Cottage City (Public Ethics), adopted November 14, 2018, by Ordinance No. 2018-01, establishes minimum ethical standards for Town officials, including prohibitions on participation in matters involving conflicts of interest (§ 15-3), requirements for notification of conflicts (§ 15-3A), and rules for remote interests (§ 15-3D); and

WHEREAS, this Resolution is intended to supplement Chapter 15 by adding a clear requirement for public disclosure in open session, without superseding or limiting any provision of Chapter 15.

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

1. **Disclosure Requirement:** Any Town Commissioner who has a conflict of interest, as addressed in Chapter 15, § 15-3 of the Town Code, or who may personally benefit—financially or otherwise—from any matter before the Commission, shall publicly disclose the nature and extent of that interest in open session during any discussion, deliberation, or vote on the matter. This public disclosure shall be made in addition to any notification required under Chapter 15, § 15-3.A. Section 15-3.A states as follows:
 - a. Elected officials, appointees and Town employees shall not knowingly engage in activities that are in conflict, or that have the potential to create conflict, with performance of official duties.

TOWN OF COTTAGE CITY
RESOLUTION 2026-10

Item # 5.

- b. No person subject to this chapter (Chapter 15) shall have any direct or indirect interest, financial or otherwise, or incur any obligation of any nature, or engage in any business, employment, transaction or professional activity that is in substantial conflict with the proper discharge of his or her public duties or employment.
 - c. Any elected official, appointee or Town employee who is or becomes aware of any conflict of interest on his or her own part or that of another shall notify the Commission or supervisor of any such conflict, and the Commission shall, in a closed session, determine the appropriate course to follow with respect to the matter, in accordance with the provisions of this chapter.
- 2. **Timing of Disclosure:** Such public disclosure shall be made prior to or at the beginning of any discussion, deliberation, or vote on the matter in which the conflict exists and shall be entered into the official meeting minutes.
- 3. **Definition of Conflict of Interest:** Consistent with Chapter 15, § 15-3 of the Town Code, a conflict of interest includes, but is not limited to:
 - a. Any direct or indirect interest, financial or otherwise, that creates a substantial conflict with the proper discharge of the Commissioner's public duties (§ 15-3A);
 - b. Any situation in which the Commissioner or a family member stands to gain or lose financially, or otherwise benefit personally, from the matter under consideration;
 - c. Personal or business relationships that may reasonably be expected to influence the Commissioner's decision-making;
 - d. Direct participation or benefit (financial or otherwise) in a Town-sponsored program or initiative under consideration (for example, participation in a community garden or similar program).
 - e. "Family member" is defined in Chapter 15, § 15-3H of the Town Code as anyone related to the Commissioner by blood, marriage or adoption, or who is part of the Commissioner's household, including but not limited to a spouse, domestic partner, parent, sibling, child, cousin, mother-in-law, father-in-law, grandparent, grandchild, or anyone who is part of the Commissioner's household.
- 4. **Record of Disclosure:** All disclosures required by this Resolution shall be entered into the official meeting minutes to ensure transparency and a complete public record, consistent with the requirements of Chapter 15.
- 5. **Recusal:** Following disclosure, and as required by Chapter 15, § 15-3 of the Town Code:
 - a. The Commissioner shall recuse himself or herself from further discussion and voting on the matter if the Commissioner or a family member has a financial interest or other

TOWN OF COTTAGE CITY
RESOLUTION 2026-10

Item # 5.

conflict of interest that creates a substantial conflict with the proper discharge of public duties (§ 15-3C). In such cases, recusal is mandatory, and in certain situations (such as contracts), the Commissioner may also be required to leave the meeting room during discussion (§ 15-3F).

b. If the interest is only a remote interest as described in Chapter 15, § 15-3D, the Commissioner shall disclose the fact and extent of the remote interest (which shall be recorded in the minutes), and the Commissioner's vote shall not be counted.

6. **Purpose and Intent:** This Resolution is intended to strengthen ethical governance, reinforce public confidence, and ensure that all actions of the Town Commissioners are conducted with the highest standards of integrity, in full harmony with Chapter 15 of the Town Code. Nothing in this Resolution shall be construed to limit, override, or conflict with any requirement of Chapter 15.

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon its adoption.

ADOPTED by the Town Commission of the Town of Cottage City this 8th day of April, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner

Reney Henderson Sr, Ward 2, Commissioner

Demetrius Givens, Ward 4, Commissioner

John Brooks, At-Large, Commissioner Vice Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the ____ day of ____ 2026 with Aye votes and Nay votes, the aforesaid Resolution 2026-10 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY
RESOLUTION 2026-11

Item # 6.

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

Introduced by: Town of Cottage City Commission

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

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

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

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

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

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

TOWN OF COTTAGE CITY
RESOLUTION 2026-11

Item # 6.

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

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

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

Date	Meeting Type	Topic
Wed, April 8, 2026	Regular Town Meeting	Approve Modified Budget Calendar for FY 2027 Res 2026-11
Tue, May 5, 2026	Commission Work Session	Budget Line By Line & Town Tax Rate Discussion
Wed, May 13, 2026	Regular Town Meeting	Introduce Budget Ordinance. Take Public Comment (Budget Hearing)
Tue, June 2, 2026	Commission Work Session	Continued Budget Discussion
Wed, June 10, 2026	Regular Town Meeting	Approval of Budget Ordinance
Wed, June 17, 2026	n/a	Real Property Tax Rate Increase Hearing Statutory Deadline (June 10 notice publication deadline)
Wed, July 1, 2026	n/a	FY 2027 Budget In Effect

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

ADOPTED by the Town Commission of the Town of Cottage City this 8th day of April, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

TOWN OF COTTAGE CITY
RESOLUTION 2026-11

Item # 6.

Julia Salsich, Ward 1, Commissioner

Reney Henderson Sr, Ward 2, Commissioner

Demetrius Givens, Ward 4, Commissioner

John Brooks, At-Large, Commissioner Vice Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th Day of April 2026 with __ Aye Votes and __Nay Votes, the aforesaid Resolution 2026-11 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY
RESOLUTION 2026-12

Item # 7.

A RESOLUTION TO ACCEPT THE GRANT APPLICATION, AUTHORIZE SUBMISSION, AND APPROVE ANY NECESSARY BUDGET AMENDMENTS RELATED TO FUNDING FROM THE GOVERNOR’S OFFICE OF CRIME PREVENTION AND POLICY FOR THE POLICE RECRUITMENT AND RETENTION INITIATIVE

Introduced by: Town of Cottage City Commission

WHEREAS, the Commissioners of the Town of Cottage City are committed to maintaining public safety and supporting the operational effectiveness of the Cottage City Police Department; and

WHEREAS, the Governor’s Office of Crime Prevention and Policy (GOCPP) administers grant funding to support law enforcement recruitment and retention efforts throughout the State of Maryland; and

WHEREAS, the Town of Cottage City has prepared and submitted, or will submit, an application under the Police Recruitment and Retention (PRAR) Grant Program in the approximate amount of Fifteen Thousand Dollars (\$15,000.00) to support recruitment incentives, retention bonuses, bilingual officer incentives, and uniform maintenance; and

WHEREAS, the Commissioners find that submission of this application and acceptance of any resulting award is in the best interest of the Town and its residents;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Town of Cottage City, Maryland, that the Town hereby approves and ratifies the submission of the grant application to the Governor’s Office of Crime Prevention and Policy; and

BE IT FURTHER RESOLVED, that upon award, the Town hereby accepts the grant funding in an amount not to exceed Fifteen Thousand Dollars (\$15,000.00), or such other amount as may be awarded, subject to the terms and conditions of the grant agreement; and

BE IT FURTHER RESOLVED, that the Town Manager and/or designee is hereby authorized to execute all necessary grant agreements, certifications, and related documents required for submission, acceptance, and administration of the grant; and

BE IT FURTHER RESOLVED, that the Commissioners hereby authorize any and all necessary budget amendments, adjustments, and appropriations required to reflect the final financial amounts of the grant award, including any variations from the originally requested amount; and

BE IT FURTHER RESOLVED, that the Town Manager, Chief of Police, and designated grant personnel are authorized to take all actions necessary to implement and administer the project, including procurement, reporting, and compliance activities; and

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

TOWN OF COTTAGE CITY
RESOLUTION 2026-12

Item # 7.

ADOPTED by the Town Commission of the Town of Cottage City this 8th day of April, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner

Reney Henderson Sr, Ward 2, Commissioner

Demetrius Givens, Ward 4, Commissioner

John Brooks, At-Large, Commissioner Vice Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th Day of April 2026 with ___ Aye Votes and ___Nay Votes, the aforesaid Resolution 2026-12 passed.

John Hoatson, Town Manager



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722

April 8, 2026

National Fish and Wildlife Foundation
177 Admiral Cochrane Drive
Annapolis, MD 21401

Re: Support for SPACES – Community-Based Flood Mitigation and Green Infrastructure Planning

Dear Review Committee,

I am writing on behalf of the Town of Cottage City to express our strong support for the SPACES project. This initiative represents an important opportunity to advance practical, community-driven solutions to the persistent flooding challenges affecting our town and the broader Port Towns region.

Cottage City faces ongoing stormwater management issues that impact our streets, homes, and public spaces. These challenges are closely tied to conditions in neighboring municipalities, reinforcing the need for a coordinated approach that reflects the shared nature of our watershed and infrastructure systems.

What makes SPACES particularly valuable is its commitment to grounding technical analysis in real community experiences. By engaging residents directly and incorporating their knowledge into mapping, assessment, and planning efforts, the project will produce solutions that are not only effective, but also realistic and supported by those who will rely on them.

The project's focus on identifying green infrastructure opportunities at both the household and community levels is especially meaningful. Many of our residents are eager to be part of the solution but need guidance, resources, and clear information to take action. SPACES will help bridge that gap by providing education, site-specific recommendations, and a pathway toward implementation.

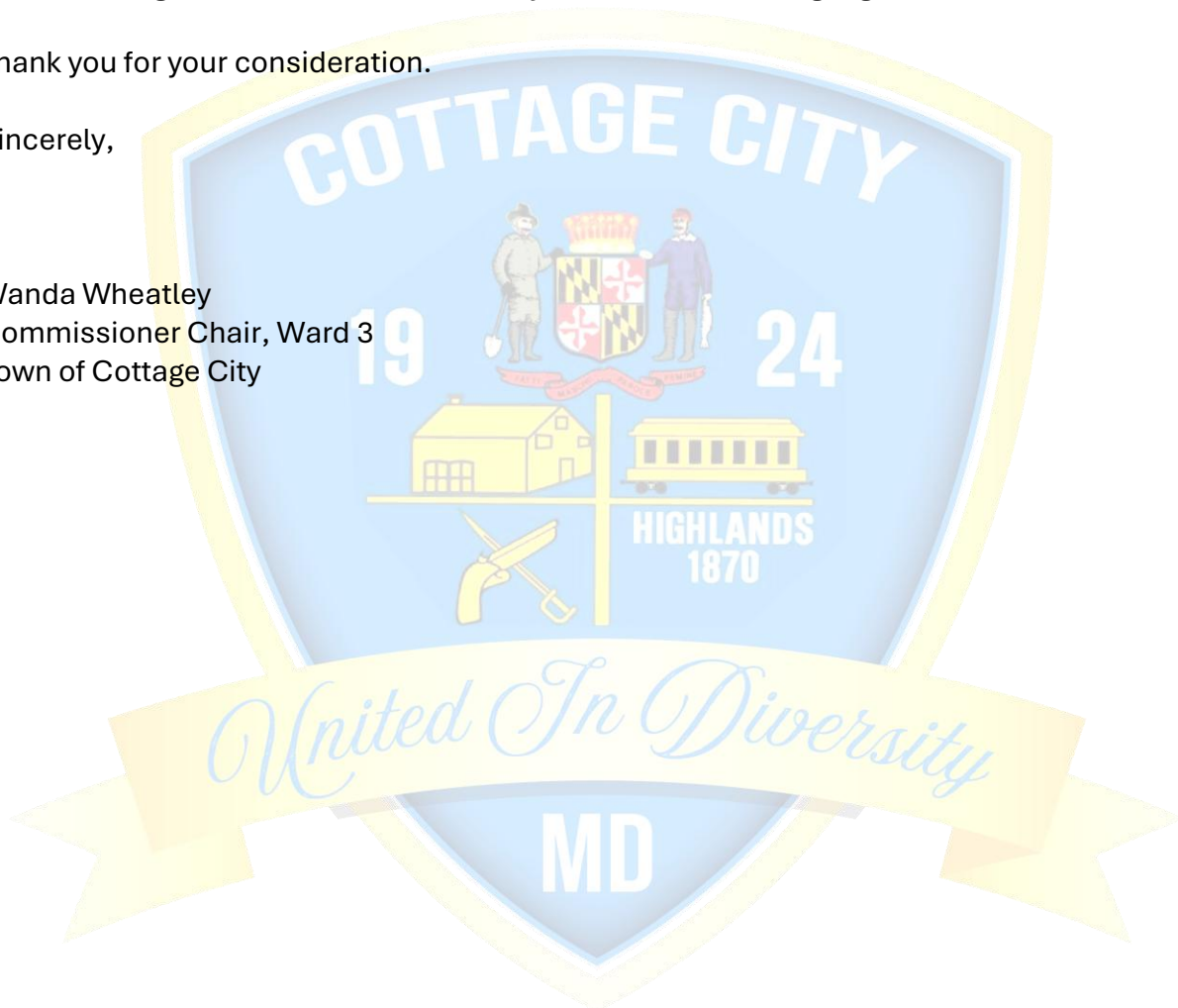
We also recognize the long-term value of the project in positioning Cottage City to access additional funding and advance priority projects. The development of a clear, data-informed framework will strengthen our ability to plan, invest, and collaborate more effectively.

The Town of Cottage City looks forward to working with the project team and regional partners to ensure the success of this effort. We fully support SPACES and believe it will deliver lasting benefits for our community and the surrounding region.

Thank you for your consideration.

Sincerely,

Wanda Wheatley
Commissioner Chair, Ward 3
Town of Cottage City



Competitive Base Salary Increase

	May 14, 2024	July 1, 2026	%	Difference
Officer	\$54,000	\$59,400	10%	\$5400
PFC	\$58,000	\$62,964	8.5%	\$4964
Corporal	\$62,000	\$66,742	7.6%	\$4742
Sergeant	\$66,000	\$73,416	11.2%	\$7416
Chief	\$92,000	0	0	0
Total	\$36,000			\$22,522

10% increase to the Officer Salary

8.5% increase to the PFC Salary

7.6% increase to the Corporal Salary

11.2% increase to the Sergeant Salary

This would create a set structure between each rank.

Officer to PFC and PFC to Corporal 6% Corporal to Sergeant 10%.

Last increase 2024

Total Cost: \$22,522

Police Department Starting Salaries

Agency	Officer	PFC	Corporal	Sergeant	Captain	Deputy Chief	Chief
Prince George's PD	\$70,257	\$70,976	\$76,032	\$85,535	\$106,311		
Riverdale Park	\$73,008	\$78,915	\$86,029	\$95,491		\$122,387	\$133,453
Bladensburg	\$69,284	\$71,363	\$77,147	\$84,677			\$131,476
University Park PD	\$65,102	\$67,946	\$79,822	\$88,366	\$125,656		\$157,075
Laurel City PD	\$65,064	\$68,967	\$77,492	\$85,241			
Cheverly PD	\$64,788	\$67,380	\$71,422	\$77,136		\$120,524	\$139,400
Greenbelt PD	\$61,568	\$66,435	\$71,656	\$83,408	\$128,043	\$139,113	\$146,751
Forest Heights	\$61,339	\$70,325	\$75,254	\$80,517		\$96,491	\$108,000
Mount Rainer PD	\$61,453	\$65,142	\$69,701				
Upper Marlboro PD	\$58,411	\$61,687	\$63,870	\$67,582	\$87,344		\$96,460
Colmar Manor PD	\$55,000	\$58,750		\$75,000			
Cottage City PD	\$54,000	\$58,000	\$62,000	\$66,000			\$92,000
Morningside PD	\$52,000	\$56,160	\$61,693	\$69,888			\$75,000
Edmonston PD	\$51,127	\$54,775	\$60,235	\$61,152			
Average	\$62,184	\$66,063	\$72,529	\$79,499			\$123,451
Under Average	-\$8184	-\$8063	-\$10,529	-\$13,499	N/A	N/A	-\$31,451

New Salary for CC	\$59,400	\$62,964	\$66,742	\$73,416			\$92,000
Under Average	-\$2784	-\$3099	-\$5787	-\$6083	N/A	N/A	-\$31,451

Signing Bonus

Item # 9.

\$5000

- Other Departments \$5000-\$20,000 some pay one lump payment.
- Cheaper to pay a one-time bonus than to raise the entire department's base salary.
- Does not affect the pay scale or other benefits.

-Spread out over 3 years.

Year 1

Actual Salary - \$59,400

Bonus rolled into salary - \$2000

Total Salary - \$61,400

Year 2

Actual Salary - \$61,182

Bonus rolled into salary - \$2000

Total Salary - \$63,182

Year 3

Actual Salary - \$63,017

Bonus rolled into salary - \$1000

Total Salary - \$64,017

Bi-Lingual Language Interpreter Pay

Item # 9.

\$1400 annually.

- Paying for doing extra work
- Reward for a skill.
- Incentivize Diversity.
- Does not affect base salary, overtime, holiday pay or other benefits.

Retention Longevity Bonus

Item # 9.

- Officer has to stay at least 5 years to receive bonus.
- Does not affect base salary, overtime, holiday pay or other benefits

5 year anniversary \$2500
10 year anniversary \$5000
15 year anniversary \$7500
20 year anniversary \$10,000

There is No Pay Out at this time.

Cottage City Police Pay Scale

Rank	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Clerk	\$52,000	\$53,560	\$55,167	\$56,822	\$58,526	\$60,282	\$62,091	\$63,953	\$65,872	\$67,848
Officer	\$59,400	\$61,182	\$63,017	\$64,908	\$66,855	\$68,861	\$70,927	\$73,055	\$75,246	\$77,504
Private	\$62,964	\$64,853	\$66,799	\$68,802	\$70,867	\$72,993	\$75,182	\$77,438	\$79,761	\$82,154
Corporal	\$66,742	\$68,744	\$70,807	\$72,931	\$75,119	\$77,372	\$79,693	\$82,084	\$84,547	\$87,083
Sergeant	\$73,416	\$75,618	\$77,887	\$80,224	\$82,630	\$85,109	\$87,663	\$90,292	\$93,001	\$95,791

	Step 11	Step 12	Step 13	Step 14	Step 15
Clerk	\$69,884	\$71,980	\$74,140	\$76,364	\$78,655
Officer	\$79,829	\$82,223	\$84,690	\$87,231	\$89,848
Private	\$84,618	\$87,157	\$89,772	\$92,465	\$95,239
Corporal	\$89,696	\$92,387	\$95,158	\$98,013	\$100,953
Sergeant	\$98,665	\$101,625	\$104,674	\$107,814	\$111,048

It is a predictable and transparent growth path for personnel

20-Year Step Model. Steps 1-10 every year. Steps 11-20 Every 2 years
Defined Rank Hierarchy and Promotion Incentives

3% increase between steps

Officer to Private: 6% increase

Private to Corporal: 6% increase

Corporal to Sergeant: 10% increase

A Pay Scale has No Cost

Full Time Clerk Position

\$52,000 annually.

- Currently paying a significant markup to a third-party staffing agency.
- Paying \$38.00 an hour for **30** hours of work = \$59,280.
- By hiring our clerk, we get **40** hours of work = \$52,000.
- Eliminate the middleman and save money, while gaining more hours of service.

Cost Component	Current (Temp Agency)	Proposed (Full-Time Hire)	Savings
Hourly Rate	\$38.00 (30 hours)	\$25.00 (40 hours)	\$13.00
Annualized Cost	\$59,280	\$52,000	\$7,280

-Permanent position would Save Money.



Security Service Agreement

This Security Services Agreement ("Agreement") is entered into by and between Last Watch Security LLC ("Provider") and Town of Cottage City ("Client") for the provision of overnight security patrol services.

1. Details:

Service Location:

Town of Cottage City, Maryland

Service Type:

Dedicated Overnight Residential Patrol Services

Service Schedule:

Initial discussions have contemplated overnight patrol coverage from 11:00 PM to 7:00 AM, seven (7) days per week, unless otherwise agreed to in writing by both parties.

Personnel and Equipment:

One (1) dedicated uniformed security officer assigned to a marked patrol vehicle, unless otherwise agreed to in writing by both parties.

2. Scope of Services:

The Provider shall furnish professional security personnel to conduct active patrols throughout the Town of Cottage City, with a primary focus on residential neighborhoods and areas identified by the Client.

Services include, but are not limited to:

- Conducting proactive patrols throughout designated residential areas,
- Providing a visible deterrent presence using a marked patrol vehicle,
- Monitoring suspicious activity, trespassing, theft, vandalism, or other criminal activity,
- Paying particular attention to vehicle-related crimes, including stolen vehicles and attempted vehicle thefts,

- Observing and reporting suspicious persons, vehicles, or activity,
- Responding to residents' concerns when appropriate,
- Coordinating with Cottage City Police Department, when necessary,
- Documenting incidents, patrol activity, and notable observations, and
- Providing daily activity logs and incident reports to designated Town representatives.

2.1 Patrol Expectations

Security personnel shall remain actively engaged in patrol duties throughout the shift and shall not remain stationary except as reasonably necessary for observation, report writing, breaks, vehicle fueling, or response to incidents.

Patrol routes, emphasis areas, and reporting requirements may be adjusted periodically by mutual agreement based on crime trends, resident concerns, seasonal activity, or direction from the Client.

2.2 Use of Force and Authority Limitations

Security personnel provided under this Agreement are not law enforcement officers and have no authority to arrest, detain, or use force except as permitted by applicable law.

Security personnel shall prioritize observation, reporting, visible presence, verbal engagement, and immediate notification to law enforcement when appropriate.

Any use of physical force shall be limited to reasonable force solely in self-defense or defense of others when necessary.

Nothing in this Agreement shall be construed as requiring security personnel to physically intervene in criminal acts, violent incidents, or confrontations.

2.3 Personnel Assignment and Substitution

The Provider reserves the right to assign and substitute qualified security personnel as necessary due to illness, emergency, scheduling changes, call-outs, or operational needs. As time allows, any substitution requires prior written notice to the Town and confirmation that the replacement officer meets all Maryland State Police certification, background-check, and training requirements.

2.4 Qualifications of Personnel

All security personnel shall be fully certified by the Maryland State Police as security guards, shall have successfully completed a fingerprint-based background check (i.e., Livescan), and shall maintain current training. Provider shall provide proof of certification upon request.

2.5 Performance Standards and Remedies

If coverage is not provided for any full shift, the Town may deduct 100% of that shift's cost or receive a credit. Repeated failures (3 or more missed shifts in any 30-day period) constitute a material breach allowing immediate termination.

3. Term of Agreement:

This Agreement shall commence on _____ ("Effective Date") and shall continue on an ongoing basis unless terminated in accordance with this Agreement.

4. Fees and Payment

Terms: **Hourly Rate:**

\$31.00 per hour

The hourly rate includes one dedicated security officer and one marked patrol vehicle.

Billing:

Services will be invoiced on a monthly basis unless otherwise agreed to in writing.

Payment Terms:

Invoices are due within thirty (30) days of receipt.

The Provider reserves the right to suspend services for non-payment.

4.1 Additional Services

Any request for additional officers, special event coverage, traffic control, holiday coverage, emergency response, extended hours, or expanded patrol areas shall require advance written notice and mutual written agreement.

Rates for such services may differ from the standard patrol rate.

5. Client Responsibilities:

The Client agrees to:

- Identify any areas of concern, crime trends, or special patrol priorities,
- Provide any post instructions (i.e., written, site-specific directions), maps, or contact information reasonably necessary for service delivery,
- Notify the Provider of community events, elevated risks, road closures, or unusual circumstances that may impact patrol operations, and
- Designate a primary point of contact for communication regarding services.

6. Termination Policy:

Either party may terminate this Agreement for convenience with thirty (30) days' written notice.

The Provider may terminate this Agreement immediately in the event of:

- Non-payment,
- Unsafe working conditions,
- Illegal activity,
- Material breach of this Agreement, or
- Conditions that require a level of staffing, equipment, or law enforcement response beyond the scope of this Agreement.

7. Limitation of Liability:

Notwithstanding any other provision in this agreement, the Provider shall have liability for any damages arising out of its gross negligence, willful misconduct, or intentional acts. Nothing in this agreement shall limit the Provider's liability for such acts. Consequential damages are not waived. The Client acknowledges that security services are intended to reduce risk and deter criminal activity, but the Provider does not guarantee that crimes, losses, or incidents will not occur.

8. Indemnification:

The parties agree to mutual indemnification. Each party shall indemnify, defend, and hold harmless the other party, its officers, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to its own negligence, willful misconduct, or breach of this agreement.

In addition, the provider shall indemnify the Town for any claims arising from the provider's (or its employees') acts, omissions, failure to perform, or violations of law. This indemnification shall survive termination of this Agreement.

9. Insurance:

The Provider shall always maintain the following insurance with minimum limits:

- Commercial general liability: \$1,000,000 per occurrence / \$3,000,000 aggregate,
- Automobile liability: \$1,000,000, and
- Workers' compensation: statutory limits.

The Provider shall name the Town of Cottage City, its officers, employees, and agents as additional insured on all policies. A certificate of insurance meeting these requirements shall be provided to the Town prior to the start of services and annually thereafter.

10. Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

10.1 Venue and Jurisdiction:

Any legal action arising out of or relating to this Agreement shall be brought exclusively in the courts located within the State of Maryland.

11. Additional Provisions

11.1 No Assignment

This agreement may not be assigned or subcontracted without the Town's prior written consent.

11.2 Audit Rights

The Town may audit the provider's records related to billing and service delivery upon ten (10) days' written notice.

11.3 Force Majeure

Neither party shall be liable for delays caused by events beyond its reasonable control (such as acts of god, war, or government action), provided prompt written notice is given and the affected party uses reasonable efforts to resume performance. Payment obligations are not excused.

12 Entire Agreement:

This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions or representations. Any modifications must be in writing and signed by both parties.

Client Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Authorized Representative Signatures:

TOWN OF COTTAGE CITY

Client Signature: _____ Date: _____

LAST WATCH SECURITY LLC

Provider Signature: Edwin Johnson Date: 04/01/2026



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

Standard Operating Procedure (SOP)

Town Manager

1. Purpose

This Standard Operating Procedure (SOP) establishes the operational framework, authority, responsibilities, and standard processes for the Town Manager of Cottage City. The SOP ensures consistency, transparency, compliance, and accountability in municipal management and administration.

2. Authority and Reporting Structure

- The Town Manager serves as the Chief Administrative Officer of Cottage City.
- The Town Manager operates under the direct supervision of the Cottage City Commission through its Chair.
- The Town Manager implements policies adopted by the Commission and oversees daily municipal operations.
- The Town Manager supervises three (3) direct reports and provides oversight to department heads.

3. Core Functional Areas and Procedures

3.1 Commission Support & Governance

3.1.1 Clerk to the Commission

- Prepare meeting agendas in coordination with the Commission Chair.
- Ensure proper public notice of meetings in compliance with applicable open meeting laws.
- Maintain official records, minutes, ordinances, and resolutions.
- Track Commission directives and ensure implementation.

3.1.2 Reporting

- Provide periodically written and verbal operational reports to the Commission.



- Present budget updates, grant status reports, HR updates, and major project updates.
- Submit monthly activity summaries.

3.1.3 Meeting Attendance

- Attend monthly work sessions and town meetings.
- Attend meetings and activities with Port Towns and neighboring municipalities.
- Represent Cottage City at regional functions and professional conferences.

3.2 Departmental & Operational Oversight

3.2.1 Supervision

- Conduct regular meetings with direct reports and department heads.
- Establish annual performance goals.
- Conduct annual performance evaluations.
- Address disciplinary matters in coordination with HR policies and legal counsel.

3.2.2 Public Works & Street Maintenance

- Oversee service schedules, maintenance plans, and capital improvements.
- Monitor service performance metrics.
- Ensure compliance with safety and environmental regulations.

3.2.3 Police Relations

- Maintain ongoing communication with law enforcement leadership.
- Address community safety concerns in coordination with appropriate authorities.
- Provide updates to the Commission regarding public safety issues.

3.2.4 Office & Administrative Operations

- Ensure effective office management systems.
- Maintain document retention and records management protocols.
- Monitor workflow efficiency and service delivery standards.

3.3 Human Resources Management

3.3.1 Recruitment & Hiring

- Approve job descriptions and postings.



- Coordinate interviews and selection processes.
- Ensure equitable hiring practices.

3.3.2 Employee Relations

- Administer employee policies and disciplinary procedures.
- Maintain compliance with federal, state, and local employment laws.
- Address grievances and workplace concerns.

3.3.3 Benefits Administration

- Oversee benefit selection and renewal processes.
- Conduct annual benefits review with vendors.
- Communicate benefits information to employees.

3.4 Financial & Budget Administration

3.4.1 Budget Development

- Develop annual operating and capital budgets in collaboration with the Treasurer.
- Present proposed budgets to the Commission.
- Incorporate Commission feedback and prepare final budget documents.

3.4.2 Budget Monitoring

- Review of monthly financial statements.
- Monitor departmental expenditure.
- Recommend budget amendments as necessary.

3.5 Grants Management

3.5.1 Grant Identification

- Research funding opportunities from federal, state, and private sources.
- Evaluate alignment with municipal priorities.

3.5.2 Grant Application

- Prepare and submit applications.
- Coordinate required documentation with Treasurer and General Counsel.
- Obtain Commission approval when required.



3.5.3 Grant Administration

- Ensure compliance with grant requirements.
 - Monitor timelines, deliverables, and report deadlines.
 - Coordinate financial tracking with Treasurer.
 - Complete grant close-out documentation.
-

3.6 Procurement & Contract Management

3.6.1 Procurement Procedures

- Ensure all purchases comply with Town procurement policies.
- Solicit competitive bids when required.
- Maintain documentation of vendor selection processes.

3.6.2 Contract Oversight

- Review contracts in consultation with General Counsel.
 - Monitor vendor performance and compliance.
 - Ensure proper contract execution and recordkeeping.
-

3.7 Policy Development & Compliance

- Draft and revise operational policies and procedures.
 - Ensure policies align with federal, state, and local laws.
 - Present policy recommendations to the Commission.
 - Maintain updated policy manual.
-

3.8 Technology Oversight

- Assess technology infrastructure needs annually.
 - Oversee cybersecurity protocols and data protection measures.
 - Manage vendor contracts for IT services.
 - Ensure reliable communication systems and software platforms.
-

3.9 Communications & Public Information



3.9.1 Public Communications

- Oversee municipal communications strategy.
- Ensure timely and accurate dissemination of information.
- Draft public notices and official announcements.

3.9.2 Social Media Management

- Ensure social media content aligns with Town policies.
- Monitor public engagement and respond appropriately.
- Maintain professionalism and transparency.

4. Intergovernmental Relations

- Attend meetings with Port Towns and neighboring municipalities.
- Coordinate regional initiatives and shared services.
- Maintain collaborative relationships with county and state agencies.

5. Ethical Standards

- Maintain confidentiality when required.
- Avoid conflicts of interest.
- Uphold transparency and accountability.
- Adhere to all municipal ethics policies.

6. Performance Evaluation

- The Town Manager shall undergo an annual performance review conducted by the Cottage City Commission.
- Evaluation criteria should include:
 - Operational effectiveness
 - Financial management
 - Staff leadership
 - Policy implementation
 - Community engagement



- Compliance and governance

7. Review and Amendment of SOP

This SOP shall be reviewed annually and may be amended by the Cottage City Commission to reflect changes in law, policy, or operational needs.

If you would like, I can also create:

- A **30-60-90-day transition plan**
- A **risk management and internal controls addendum**
- A **grant management tracking template**
- A **performance metrics dashboard framework**
- A version formatted for formal Commission adoption (resolution-ready document) **

Approved By: _____

Effective Date: _____

Review Date: _____



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

STANDARD OPERATING PROCEDURE (SOP)

Office Manager

1. Purpose

To establish standardized procedures for the Office Manager to ensure efficient municipal operations, accurate financial management, regulatory compliance, proper records retention, and high-quality service to residents, staff, commissioners, and vendors.

2. Scope

This SOP applies to all administrative, financial, payroll, licensing, records management, and public service duties performed by the Office Manager.

3. Reporting Structure

Reports To: Town Manager

Works With: Commissioners, Municipal Staff, Vendors, Residents, Election Officials

4. Core Responsibilities

- Maintain and improve municipal office systems and procedures.
- Oversee payroll, accounts payable, licensing, permits, and tax processing.
- Ensure accurate record retention and regulatory compliance.
- Support budgeting and financial tracking.
- Provide administrative support for meetings, elections, and town events.
- Deliver professional customer service to the public.

5. Standard Operating Procedures by Function

A. DAILY OPERATIONS



A1. Front Office & Communications

1. Answer incoming calls professionally within three rings.
 2. Check and return voicemails daily.
 3. Respond to public inquiries via phone and email within 1 business day.
 4. Provide accurate information regarding licenses, permits, taxes, rentals, and events.
-

A2. Accounts Payable – Bill.com

Daily:

1. Review incoming bills.
2. Input bills into Bill.com.
3. Assign correct coding for each transaction.
4. Verify payment details and approvals.
5. Input new vendors and upload W-9/W-2 documentation.

Monthly:

1. Review transaction coding accuracy.
 2. Sync Bill.com coding to QuickBooks at month-end.
 3. Reconcile discrepancies immediately.
-

A3. Payments & Deposits

Upon Receipt of Checks:

1. Stamp “For Deposit Only.”
2. Make copies for record retention.
3. Secure payments in Town Manager’s office until deposit.

Monthly Deposit Process:

1. Tally all payments.
2. Prepare bank deposit.
3. Record deposit in Excel bank log.
4. Scan deposit documentation.
5. Upload deposit and bank log to ALTA Shared Drive.



6. Scan and upload monthly bank statements.
-

B. PAYROLL & HUMAN RESOURCES

B1. Time & Attendance

1. Assist staff with activating time clock system.
 2. Review time & attendance regularly.
 3. Print time reports each pay period.
 4. Verify accuracy prior to payroll processing.
-

B2. Payroll Processing

Each Pay Period (Staff):

1. Confirm time records.
2. Process payroll in PayChex.
3. Submit payroll.
4. Print Payroll Journal
5. File hard copies of payroll and time records.

Monthly (Commissioners):

1. Process payroll.
 2. File documentation.
-

B3. Onboarding

1. Collect verification documents (I-9, W-4, etc.).
 2. Input documents into PayChex.
 3. Set up:
 - Pay rate
 - Deductions
 - Time off policies
 - Sick leave
 4. Assist with benefits and retirement enrollment.
-



B4. Offboarding

1. Process termination in PayChex.
 2. Finalize payroll.
 3. Notify benefits and retirement administrators.
 4. Maintain documentation for records retention.
-

B5. Mission Square Retirement

Each pay period:

1. Input Mission Square payment into portal.
 2. Mail payment and payroll journal.
 3. Maintain copies for records.
-

C. LICENSING, PERMITS & RENTALS

C1. Business Licenses

1. Check Formsite daily for submissions.
 2. Send 60-day and 30-day renewal notifications.
 3. Process and print licenses.
 4. Deliver licenses electronically or physically.
 5. Log licenses into Excel spreadsheet.
 6. File hard copies.
-

C2. Permits

1. Check Formsite for applications.
 2. Process and print permits.
 3. Distribute to appropriate parties.
 4. Process refunds if applicable.
 5. Log permits and refunds in Excel.
 6. File documentation.
-



C3. Town Hall Rentals

1. Monitor Formsite for rental requests.
2. Email rental procedures and requirements.
3. Process payments and refunds.
4. Input refunds into Bill.com.
5. Log rentals and refunds into Excel.
6. File hard copies.

D. TAX ADMINISTRATION

D1. Personal Property Taxes

1. Print tax bills for vendors.
2. Create mailing labels.
3. Mail tax bills.
4. Record payments received.
5. Update Bill.com for tax payments.
6. Maintain tax records for retention and audit purposes.

E. RECORDS MANAGEMENT

1. Maintain organized physical and digital filing systems.
2. Follow municipal record retention schedules.
3. Ensure secure storage of sensitive documents.
4. Scan and upload required documents to ALTA Shared Drive monthly.
5. Dispose of records per approved retention policy.

F. BUDGET & FINANCIAL REPORTING

1. Assist Town Manager in preparing annual budget.
2. Track budget expenditures.
3. Analyze variances.



4. Prepare summary reports.
 5. Recommend corrective financial actions when needed.
-

G. OFFICE MANAGEMENT & SUPPLIES

1. Monitor inventory levels.
 2. Order supplies as needed.
 3. Reload postage machine funds.
 4. Maintain office equipment functionality.
 5. Develop and improve office systems and procedures.
-

H. COMMUNICATIONS & COMMUNITY ENGAGEMENT

H1. Newsletter

1. Create monthly newsletter.
2. Create mailing labels.
3. Mail newsletter.

H2. Meetings

1. Coordinate Town Hall and Work Session meetings.
2. Arrange catering and setup.
3. Prepare meeting minutes.
4. Maintain permanent record of minutes.

H3. Events

1. Plan town events.
 2. Create promotional flyers.
 3. Coordinate vendors.
 4. Manage logistics and setup.
-

I. MUNICIPAL ELECTION SUPPORT

1. Assist election officials as required.
2. Prepare documentation and materials.



3. Maintain election records per legal requirements.
-

6. Compliance & Confidentiality

- Maintain strict confidentiality of payroll, HR, tax, and financial records.
 - Ensure compliance with municipal, state, and federal regulations.
 - Immediately report discrepancies to the Town Manager.
-

7. Performance Standards

- 100% payroll accuracy.
 - Timely processing of bills, licenses, and permits.
 - Accurate monthly financial reconciliation.
 - Always organized and audit-ready records.
 - Professional and responsive public service.
-

8. Review & Updates

This SOP shall be reviewed annually and updated as needed to reflect changes in municipal regulations, financial systems, or administrative procedures.

Approved By: _____

Title: Town Manager

Effective Date: _____

Revision Date: _____



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

STANDARD OPERATING PROCEDURE (SOP)

Public Works Skilled Laborer

1. Purpose

This Standard Operating Procedure (SOP) establishes uniform guidelines, expectations, and procedures for the Public Works Skilled Laborer to ensure safe, efficient, and consistent maintenance and operation of municipal infrastructure and facilities for the Town of Cottage City.

2. Scope

This SOP applies to all duties performed by the Public Works Skilled Laborer, including infrastructure maintenance, equipment operation, emergency response, and support of municipal services. The position is appointed by the Town Commission and reports directly to the Town Manager.

3. General Responsibilities

The Public Works Skilled Laborer is responsible for the maintenance, repair, and upkeep of:

- Public streets and rights-of-way
- Storm sewer systems (coordinating service requests through 311 with Prince George's County)
- Public buildings and facilities
- Town parks and grounds
- Other facilities held in public trust

The employee must maintain flexibility in assignments and scheduling, including on-call duty, emergency response, seasonal operations, and Town-sponsored events.

4. Infrastructure Maintenance Procedures

4.1 Street Maintenance



- Inspect streets for potholes, cracks, and hazards.
- Perform full-depth asphalt patching and pothole repairs using approved materials and methods.
- Set up proper traffic control in accordance with MUTCD standards before beginning work.
- Document completed repairs and reported significant roadway issues to the Town Manager.

4.2 Snow Removal and Ice Control

- Monitor weather forecasts and prepare equipment and materials in advance.
- Apply salt or de-icing materials as directed.
- Operate snowplows and related equipment safely.
- Maintain accessibility of public roads, sidewalks (as assigned), and municipal facilities.
- Record material usage and hours worked.

4.3 Storm Sewer Maintenance Coordination

- Inspect visible storm drain inlets and catch basins for blockage.
- Clear minor debris when safe to do so.
- Submit service requests through 311 for issues requiring Prince George's County intervention.
- Maintain documentation of reported issues and follow up as necessary.

4.4 Buildings, Parks, and Grounds

- Perform minor building repairs including drywall patching and carpentry work.
- Maintain parks and grounds through mowing, trimming, tree care, and debris removal.
- Inspect playgrounds and park facilities for safety hazards and report concerns immediately.

5. Equipment Operation and Maintenance

5.1 Authorized Equipment

The Skilled Laborer may operate:

- Bobcat/skid steer
- Dump trucks
- Cement cutters
- Leaf collection machines
- Power washers/jets
- Other assigned vehicles and machinery

5.2 Operating Procedures



- Conduct pre-operation inspections (fluids, tires, safety systems).
- Report mechanical issues immediately.
- Operate equipment in accordance with manufacturer guidelines and safety standards.
- Secure equipment and vehicles after use.

5.3 Preventive Maintenance

- Assist with routine maintenance including cleaning, lubrication, and minor repairs.
- Maintaining equipment logs as required.

6. Safety and Regulatory Compliance

- Utilize all required personal protective equipment (PPE).
- Follow applicable standards from OSHA, DWD, MUTCD, and DOT.
- Implement traffic control measures when working near roadways.
- Follow confined space entry procedures when working in catch basins or similar environments.
- Immediately report injuries, accidents, property damage, or unsafe conditions to the Town Manager.

7. Emergency Response and On-Call Duty

- Be available for emergency response during storms, flooding, snow events, or infrastructure failures.
- Respond promptly to on-call notifications.
- Assist police, fire, or other agencies as directed during emergencies.
- Document emergency activities and actions taken.

8. Professional Conduct

- Maintain respectful and professional interactions with co-workers, residents, contractors, and public officials.
- Address citizen concerns courteously and refer unresolved matters to the Town Manager.
- Demonstrate reliability, accountability, and teamwork.

9. Technology and Training

- Utilize computer systems as required for communication, reporting, and service coordination.



- Participate in employer-provided training or formal coursework.
 - Stay current with evolving equipment, technology, and regulatory requirements.
-

10. Work Environment and Physical Requirements

The Skilled Laborer must be capable of:

- Working outdoors in extreme weather conditions.
- Working near moving traffic and operating heavy equipment.
- Performing physically demanding tasks include lifting up to 50 pounds regularly and up to 100 pounds with assistance.
- Working in confined spaces and noisy environments.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

11. Performance Standards

Performance will be evaluated based on:

- Quality and timeliness of work
 - Adherence to safety standards
 - Equipment care and operational efficiency
 - Responsiveness to emergencies
 - Professional conduct and teamwork
 - Reliability and attendance
-

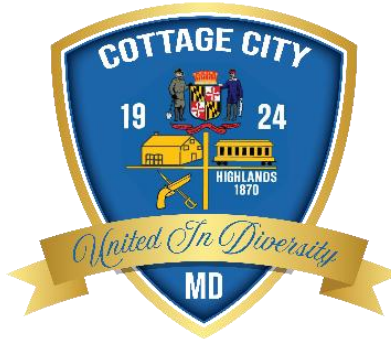
12. Disclaimer

This SOP is intended to provide operational guidance and does not constitute an employment contract. Procedures may be revised as municipal needs, regulations, or operational requirements change.

Approved By: _____

Effective Date: _____

Review Date: _____



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

MEMORANDUM

To: Cottage City Commission

From: John Hoatson

Date: April 2, 2026

Subject: Purchase of Replacement Flagpoles at Town Hall

The purpose of this memorandum is to request approval for the purchase of four (4) new flagpoles for use within Cottage City.

The proposed flags to fly at Town Hall include:

- Maryland State Flag
- Cottage City Flag
- Tree City USA Flag
- Specialty Flag (to be rotated monthly, such as Pride, Juneteenth and Black History Month)

The United States Flag is already on a larger pole that does not need replacing.

Each flagpole is priced at \$482.00, for a total cost of \$1,928.00 for four (4) poles.

These will be purchased online at Flag Store USA: Family run with quality, patriotism and pride.

Flagpole Specifications and Features:

- Made in the USA
- Available heights: 15'
- Available colors: Silver
- Lifetime warranty
- Constructed of high-strength aluminum alloy (6000 series with T6 temper)
- 15' poles: 14-gauge aluminum
- 20' and 25' poles: 12-gauge aluminum with .080 wall thickness
- Anodized aluminum (20' and 25' poles) with a 3" bottom diameter (15' pole is 2.5")
- Wind rating up to 75 mph
- Easy Lock System (no push pins required)
- Stainless steel hardware and flag snaps
- Maintenance-free design
- Portable and collapsible (20' pole collapses to approximately 7.5 feet)

Flagpole Kit Includes:

- Aluminum flagpole
- Swivel rings (for one or two flags, including half-mast display)
- Stainless steel snaps
- Ground sleeve
- Gold anodized ball topper
- Instruction sheet and warranty card

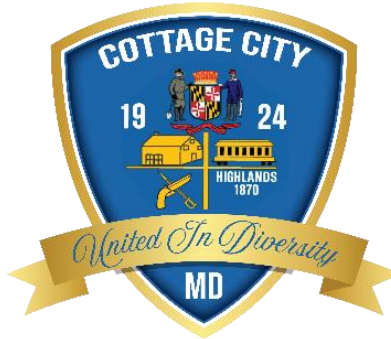
Included Flags:

- 15' poles include a 3' x 5' embroidered nylon flag

These flagpoles will enhance the appearance of the Town while allowing for the display of important state, municipal, environmental, and cultural observances throughout the year.

-

Your consideration and approval of this purchase are respectfully requested.



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

MEMORANDUM

TO: Cottage City Commissioners

FROM: Town Manager

DATE: April 8, 2026

SUBJECT: MML Summer Conference Registration, Hotel and Per-Diem

This memo is to provide information regarding the upcoming Maryland Municipal League (MML) Summer Conference, which will be held in Ocean City, Maryland from June 13 through June 17.

The Summer Conference offers valuable training sessions, workshops, and networking opportunities that are beneficial to the continued growth and effectiveness of our Town leadership. Attendance is recommended for all five Commissioners, as well as Chief Martini and Town Manager Hoatson, to ensure we remain informed about the best practices, legislative updates, and municipal operations.

The following items are presented for your consideration and approval:

Conference registration for all attendees – \$765.00 X 7 = \$5,355.00

Hotel accommodations:

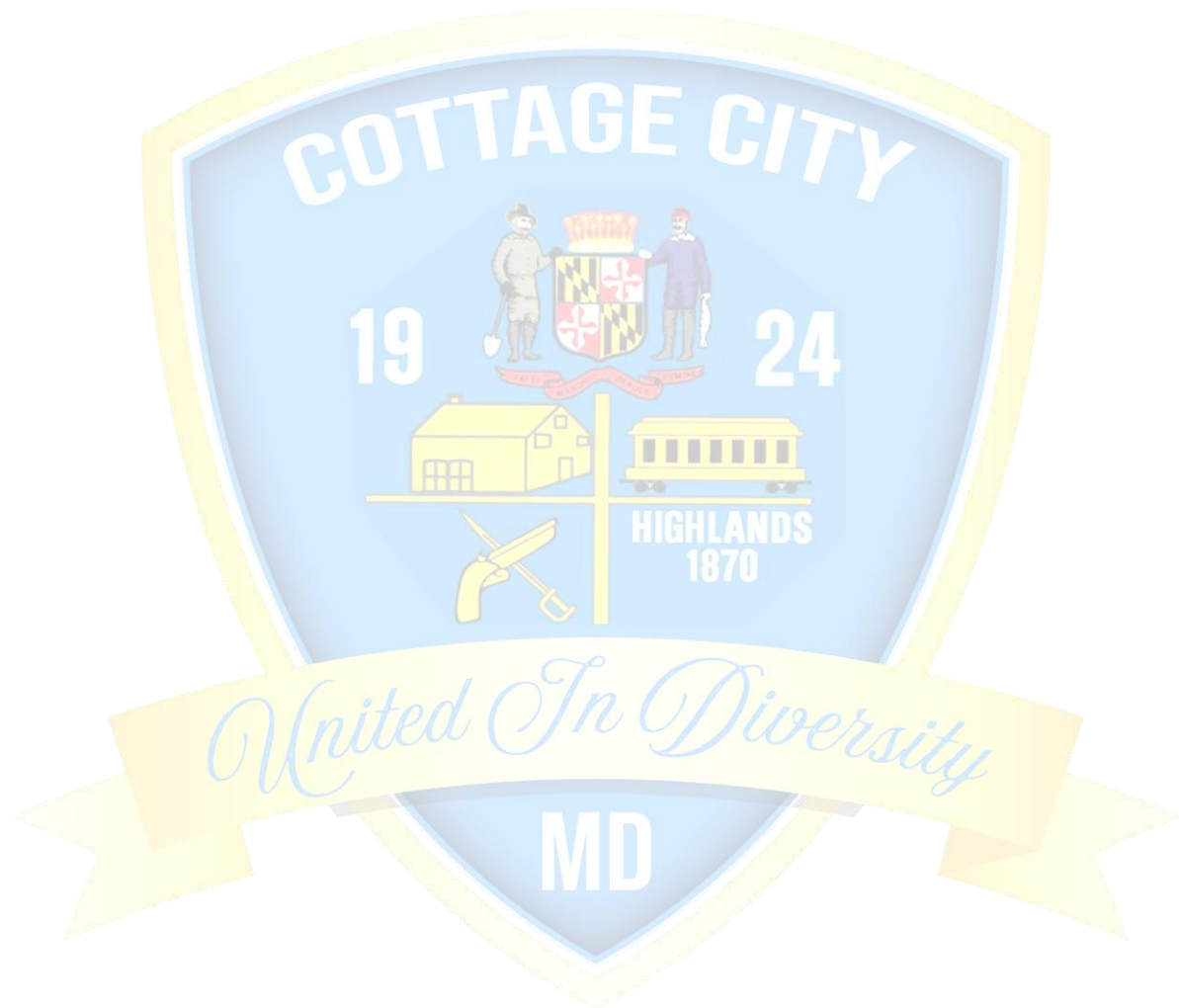
Hamton Inn & Suites: 4301 Coastal Highway Ocean City, Maryland 21842 – \$1,141.00

Best Western Ocean City Hotel & Suites: 5501 Coastal Highway, Ocean City, Maryland 21842 – \$3,696.00

Per-Diem Checks: 485.90 X 7 =\$3,395.00

****Grand Total: \$13,587.00**

Participation in this conference will provide important training and development opportunities that directly support our ability to serve the residents of Cottage City effectively.





Wes Moore, Governor
Aruna Miller, Lt. Governor
Kevin Atticks, Secretary
Steve Connelly, Deputy Secretary

Mosquito Control Section
8071 Greenmead Drive
College Park, Maryland 20740
Email: cp.mosquitocontrol@maryland.gov

(301) 422-5080
(301) 422-0502
(888) 523-0256
Office
Fax
Toll Free

College Park Maryland Regional Mosquito Control Office

Serving Prince George's, Howard and Montgomery Counties
2026 Mosquito Season

January 2, 2026

Dear Homeowner Association/or Homeowner:

This letter is to inform your Association and the residents in your community of Mosquito Control Services that will be offered by the Maryland Department of Agriculture, in cooperation with your County Government, for the 2026 Mosquito season.

We would like to express our gratitude for being a valued customer of the Maryland Department of Agriculture, Mosquito Control Section over the years. Your Participation in the mosquito control program has always been of great importance to us, and we hope that we have been able to provide you with excellent mosquito control services throughout your county.

Surveillance will be conducted in participating communities to monitor populations of mosquito larvae and adults.

In anticipation that mosquitoes will be at a normal nuisance level as this past year, we must plan ahead for Adult mosquito service which consists of surveillance to monitor and spraying to control adult mosquito populations.

The Mosquito spray program consists of two parts:

LARVICIDING – starts March time-frame through end of late September/or sometimes early October. This is depended upon how bad the mosquitoes are. Larviciding is conducted between the hours of 8:00 am and 4:30 pm, Monday through Friday. If you are having issues with mosquitoes, you can call the office on (301) 422-5080 and submit a mosquito complaint or online by accessing [Mosquito Control \(maryland.gov\)](https://mosquitocontrol.maryland.gov). Larviciding is conducted by trained and experienced day shift personnel that can treat standing water problems with dry chemicals and liquid chemical for the ditches.

- There is no charge to the community or individual to come out and treat residence, ponds or look for mosquito breeding areas. The county/state picks up all of the bills associated with Larviciding activities.
- If you have a storm water retention pond that occasionally fills up with water and it takes a while for the water to dry up or drain out, we can treat it with dry chemicals. The Altosid Briquettes we use are water activated. Meaning as long as they are submerged in water they can release the growth inhibitor into the water that is present. Once the area dries the briquette will stop releasing the chemical and will wait for it to be submerged again to reactivate. The Altosid comes in 2 kinds, 30 day Altosid will last for 30 submerged days and 150 day will last for 150 submerged days.
- If you have a pond that has fish in it, we can't treat that. The chemicals can have adverse effects on the fish that are in the pond, and most small fish will naturally help control mosquito larvae by eating the larvae. We can, however, place Gambusi (pronounced, Gam-Boo-C) fish into the pond from another stocked pond, if the technician feels that the area is appropriate for sustaining their life. Gambusi are voracious feeders and enjoy a good mosquito larvae buffet.
- If we have to treat the pond with chemicals it is safe for animals and children, unless they somehow get a hold of the actual briquette and ingest it. If this happens, they need to immediately contact the Maryland Poison Control hotline for medical assistance. If a pond or area of water has been treated the water is safe for ingestion and contact with humans or animals. The briquettes can be used in large watering

troughs for animals without concern.

ADULTICIDE – Regular season starts the last week of June through end of September. This is depended upon how bad the mosquitoes are. **We also offer early Adulticide service in early May upon request.** The driver will begin spraying between the hours of 6:00 pm and 12:00 am, Monday through Friday.

- A budgetary cost estimate is provided. **No changes to the estimate will be accepted. The amount indicated on the form is an “Estimate only”. The final invoice could exceed this estimate.** If the community agrees, my office will provide the necessary forms that will need to be completed, signed and returned. These forms can be mailed, faxed to (301) 422-5080 or emailed to cp.mosquitocontrol@Maryland.gov. There is no upfront cost. The 2025 bill is due in full around the end of Feb/March timeframe 2026. An invoice will come from Prince George’s, Howard and or Montgomery County Commissioner’s Budget office for payment and will be expected to be paid in full by May 31, 2027 depending on your county area.
- Communities can sign up for the mosquito spray program by contacting the College Park Mosquito control office on (301) 422-5080, Monday – Friday between the hours of 8:00 am until 4:30 pm.
- The community program is a weekly program. Each week the driver will come out on the community’s assigned day and see if conditions are correct for effective mosquito spraying that day.
- We are unable to spray when temperatures are over 90 degrees; if winds are above 10 mph; if it is raining; if the air quality is code Red and if they don’t get mosquito count of 3 mosquitoes within two minutes.
- The chemical (Permanone 30/30) used to spray using ultra high volume air and poses very little threat to most people and pets. Enclosed please find copies of the material safety data sheet and the chemical information sheet provided by Clarke Mosquito Control Product’s, Inc. who manufacture the chemical solution Permanone 30+30 that the Maryland Department of Agriculture Mosquito Control Division uses to spray for the control of adult mosquitoes. This chemical solution is a 4 to 1 mixture (4 parts mineral oil to 1 part chemical). This formulation is at the lowest possible toxicity level possible to still be effective in the control of adult mosquitoes. We have used this EPA approved chemical solution to control adult mosquitoes for at least the past 10 years.

The most effective way to controlling mosquitoes in your neighborhood is at the community’s level. We encourage home and property owners to be proactive in their efforts to control adult mosquitoes by flushing birdbaths and containers under potted plants at least twice a week, properly disposing of old/unused tires, keeping roof gutters and downspouts clean, turning over wheelbarrows, canoes, pails, trash can lids and any other objects that may hold water (including items stored under decks and porches), repairing dripping outdoor faucets, and draining water from tarps and grill covers. Communities are encouraged to report areas of stagnant water to the Mosquito Control office.

If you have further questions or concerns, or would like to schedule a meeting or an inspection, please feel free to call me at office on (301) 422-5080 or email us at cp.mosquitocontrol@maryland.gov. I look forward to working with the community association members and the residents of your community this upcoming season.

Sincerely,
Omari Bennett
8071 Greenmead Drive
College Park, Maryland 20740

**STATE OF MARYLAND
DEPARTMENT OF AGRICULTURE
Mosquito Control Section**

**APPLICATION FOR
COMMUNITY-WIDE ADULT MOSQUITO CONTROL SERVICES
2026 Season**

Please note: **All requested information and forms MUST BE completed and attached.** Processing Your Community Application Will Be Delayed If Appropriate Materials are not completed and attached.

County: _____

Community Name: _____

Name of Community Representative: _____

Address of Community Representative:

Street: _____

City: _____

Zip: _____

State: _____

Telephone Number of Community Representative: _____

COMMUNITY APPLICATION FOR ADULT MOSQUITO CONTROL

Prince George's County - Season 2026

The community of _____ located in Prince George's County, applies to be included in the cooperative mosquito control program for the 2026 season. **The undersigned community representative agrees to notify all community members of the community's participation in the mosquito control program, Mosquito Control Program Information, Policy on Objection to Adult Mosquito Control Services, and the night of the week they may be sprayed.** (The community will provide a copy of the exemption policy and form to those desiring to be excluded from the ULV spray program.) The community agrees to allow access by MDA personnel to conduct mosquito control activities¹. The community agrees to assist mosquito control efforts by promoting good land use planning and community clean-ups to reduce areas of stagnant water that provide habitat for larval mosquitoes.

Community Appropriation Amount

(See letter for suggested appropriation)

\$ _____

Community Representative

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____

E-mail: _____

Method of notifying community: _____

Signature (Community Representative)

*** I have read and understand the Mosquito Control Program Information and the Adult Mosquito Control Objection Policy. I will Inform all residents of these Policies by using the method I have indicated above***

Please Choose One:

- ☐ Attached is a map of your community on which the boundaries and all roads to be included in the spray program have been clearly marked.
- ☐ A community map is on file with the mosquito control office from 2025, or prior season, and the community boundaries have not changed.

*****In the event of unscheduled spray activities in your community, our office will notify you via email. On the line below, please provide the email address for the point of contact responsible for notifying the members of your community that may be impacted. *****

Email Address

¹For information on mosquito control activities please refer to the attached "Mosquito Control Program Information" or visit our website http://mda.maryland.gov/plants-pests/Pages/mosquito_control.aspx

MUTUAL EXCLUSION CLAUSE: This agreement can be ended by either MDA or the above-named community at any time.

MARYLAND DEPARTMENT OF AGRICULTURE OFFICE OF PLANT INDUSTRIES AND RESOURCE CONSERVATION MOSQUITO CONTROL

1. Due to an increase in requests for service, participation in the Mosquito Control Program will be on a first come, first serve basis.
2. If available, the Maryland Department of Agriculture would appreciate receiving one or more maps of your community, clearly outlining the area to be serviced, unless previously provided.
3. Please send original application to: Maryland Department of Agriculture
Mosquito Control Section
8071 Greenmead Drive
College Park, MD 20740
OR email to: cp.mosquitocontrol@maryland.gov

Send one copy of the application to: Department of the Environment
Attn: Admin. Services- Mosquito Control
1801 McCormick Drive, Suite 500
Largo, MD 20774
OR email to: aeedwards@co.pg.md.us

Keep one copy of these documents for your records.

4. Please fill out the section below.

PERSON TO CONTACT IN YOUR COMMUNITY FOR THE MOSQUITO CONTROL PROGRAM:

Name: _____ Date: _____

Address: _____ City: _____ Zip Code: _____

Participating Community: _____

Home Phone No: _____ Business Phone No: _____

PERSON TO CONTACT IN YOUR COMMUNITY FOR THE MOSQUITO CONTROL PROGRAM:

Name: _____ Date: _____

Address: _____ City: _____ Zip Code: _____

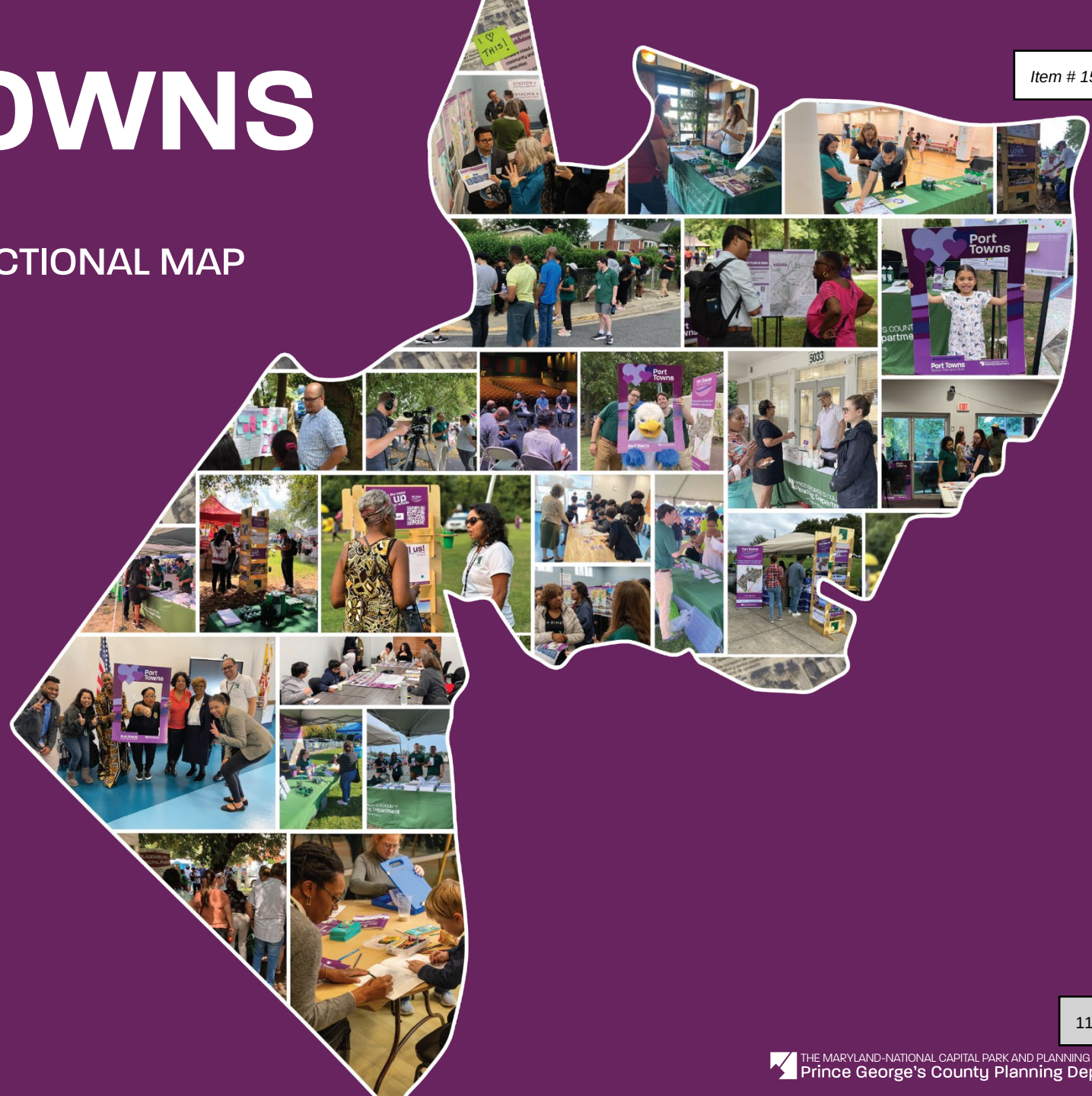
Participating Community: _____

Home Phone No: _____ Business Phone No: _____

PORT TOWNS

SECTOR PLAN AND SECTIONAL MAP AMENDMENT

Item # 15.



Summary

01.

Project
Background

02.

Sector Plan
Recommendations

03.

Sectional Map
Amendment

04.

Implementation
Opportunities

05.

Implementing
the Plan

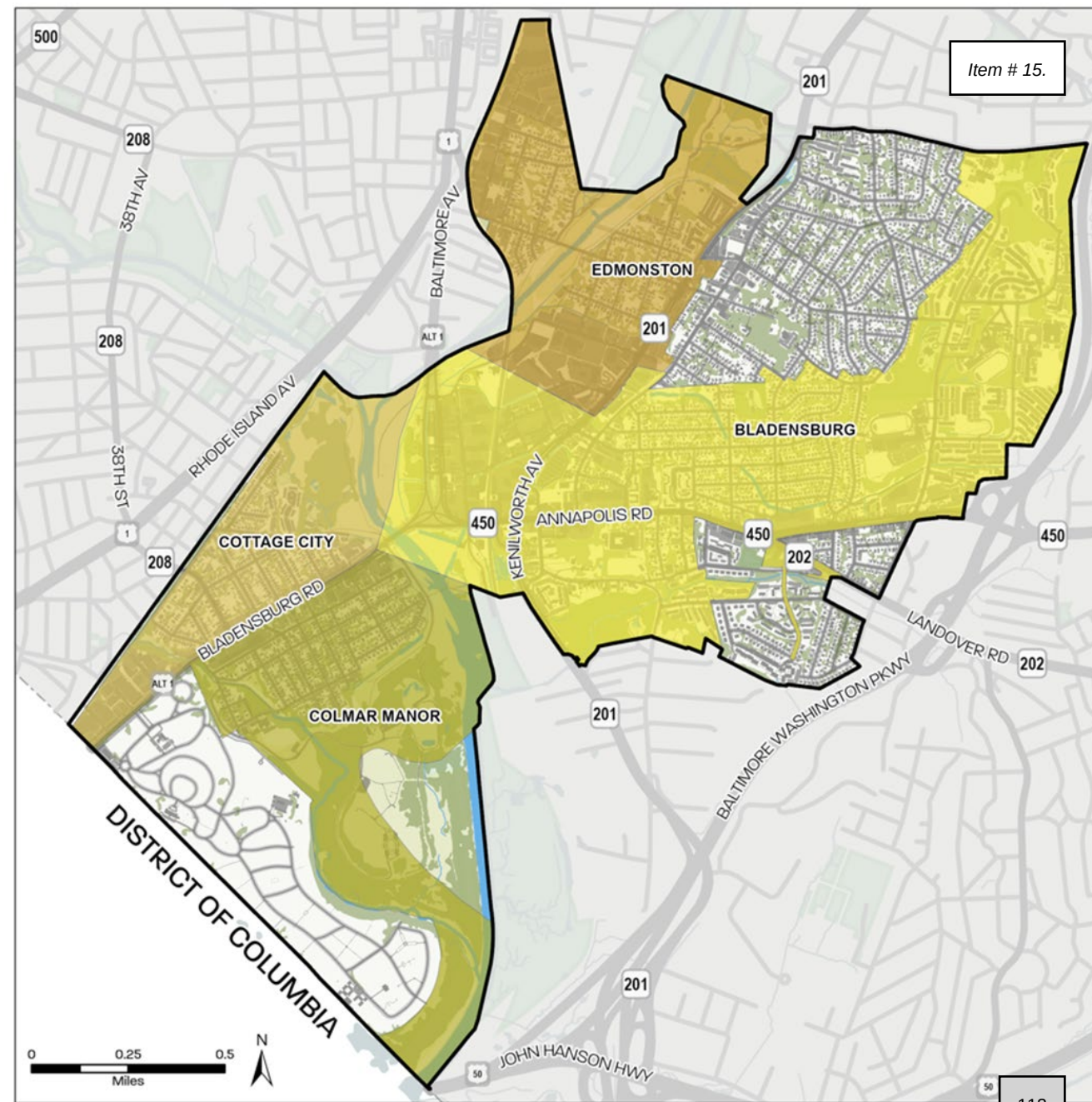
06.

Next Steps &
Schedule

Project Background

Sector Plan Area

- District 5
- Subregion II
- Planning Areas 68 and 69



Community Engagement Events Summary

Item # 15.

Notable Event Dates



TOWN HALL
December 6, 2023
Public Kickoff Meeting
Colmar Manor



OPEN HOUSE
March 20, 2024
Open House
Edmonston



WORKSHOP
June 8, 2024
Lariscy Spark Event/Workshop
Colmar Manor



OPEN HOUSE/WORKSHOP
September 26, 2024
Final Interactive Open House
Cottage City



STEERING COMMITTEE

January 25, 2024
Steering Community Meeting
Virtual

July 24, 2024
Steering Community Meeting
Virtual



POP-UPS
August 1, 2024
Coffee with Planners
Hyattsville

August 8, 2024
Autumn Woods
Bladensburg



YOUTH OUTREACH

December 19, 2023
Colmar Manor Youth Council
Colmar Manor

May 21, 2024
Teen Action Group (TAG) Meeting
Bladensburg

September 19, 2024
End Time Harvest Ministries
Youth Council
Riverdale



BRIEFINGS

February 8, 2023
Edmonston Council Briefing
Edmonston

May 10, 2023
Cottage City Council Briefing
Cottage City

September 18, 2023
Port Towns Quarterly Briefing
Cottage City

January 30, 2024
Port Towns Quarterly Briefing
Bladensburg

March 14, 2024
Colmar Manor Council Briefing
Colmar Manor

March 26, 2024
Port Towns Quarterly Briefing
Bladensburg

July 10, 2024
Cottage City Council Briefing
Cottage City

September 24, 2024
Port Towns Quarterly Briefing
Cottage City



FOCUS GROUPS

April 24, 2024
CHCD and Public Facilities
Focus Group
Virtual

April 24, 2024
Land Use, Housing and
Neighborhoods, and Economic
Prosperity Focus Group
Virtual

April 25, 2024
Natural Environment and
Healthy Communities
Focus Group
Virtual

April 25, 2024
Transportation and Mobility
Virtual

August 15, 2024
Senior Focus Group
Bladensburg

September 5, 2024
Artist Focus Group
Publick Playhouse



WALK AUDIT
June 4, 2024
TAG Walk Audit
Bladensburg



COMMUNITY EVENTS

July 22, 2023
International Day
Bladensburg

August 1, 2023
National Night Out
Edmonston

August 11, 2023
Town Visioning Day
Colmar Manor

September 7–10, 2023
Prince George's County Fair
Upper Marlboro

September 9, 2023
Mexican Independence
Day Festival
Bladensburg

September 16, 2023
Hispanic Heritage Month
Bladensburg

September 29, 2023
Senior Day
Bladensburg

September 30, 2023
Festival del Rio Anacostia
Bladensburg

52 stakeholder meetings
(Winter 2022- Spring 2025)

October 28, 2023
Bladefest
Bladensburg

February 10, 2024
Black History Month Event
Bladensburg

May 4, 2024
Cinco de Mayo
Bladensburg

June 1, 2024
Centennial Celebration
Edmonston

July 5, 2024
Bladensburg Fireworks:
The American Frontier
Bladensburg

August 6, 2024
National Night Out
Bladensburg

August 24, 2024
Cottage City Day
Cottage City

Feedback Themes that Shaped the Plan



Design
Complete and
Connected
Streets



Experience a
Diverse Small-
Town
Community



Create
Sense of
Place



Promote
Affordable
Housing + Age
in Place



Invest in
Youth



Create Mixed-
Use Areas



Encourage
Healthy Food
and
Environment

Sector Plan Recommendations



Draft Plan Vision

Port Towns is an attractive community for residents of all ages and backgrounds, as well as an inviting destination for visitors from throughout the region. It exemplifies a thriving and collaborative relationship between communities showcasing a **unified identity** that respects and honors the area's **rich heritage**—its history, diversity, and natural assets. By harnessing its vibrant neighborhoods with **diverse residential options**, a robust commercial and industrial base, and expansive open spaces, Port Towns focuses on change within its **mixed-use hubs** and corridors. This focus, combined with compatible infill development, strengthens the vibrancy and success of its neighborhoods. With a commitment to **multimodal transportation**, including enhanced pedestrian, bicycle, and transit connections, Port Towns provides seamless access to regional destinations and jobs, while ensuring that all communities enjoy abundant green spaces, trails, and the Anacostia River. As it looks ahead, Port Towns **prioritizes resilience to climate change**, implementing a sustainable long-range plan that enables future generations to thrive and prosper.

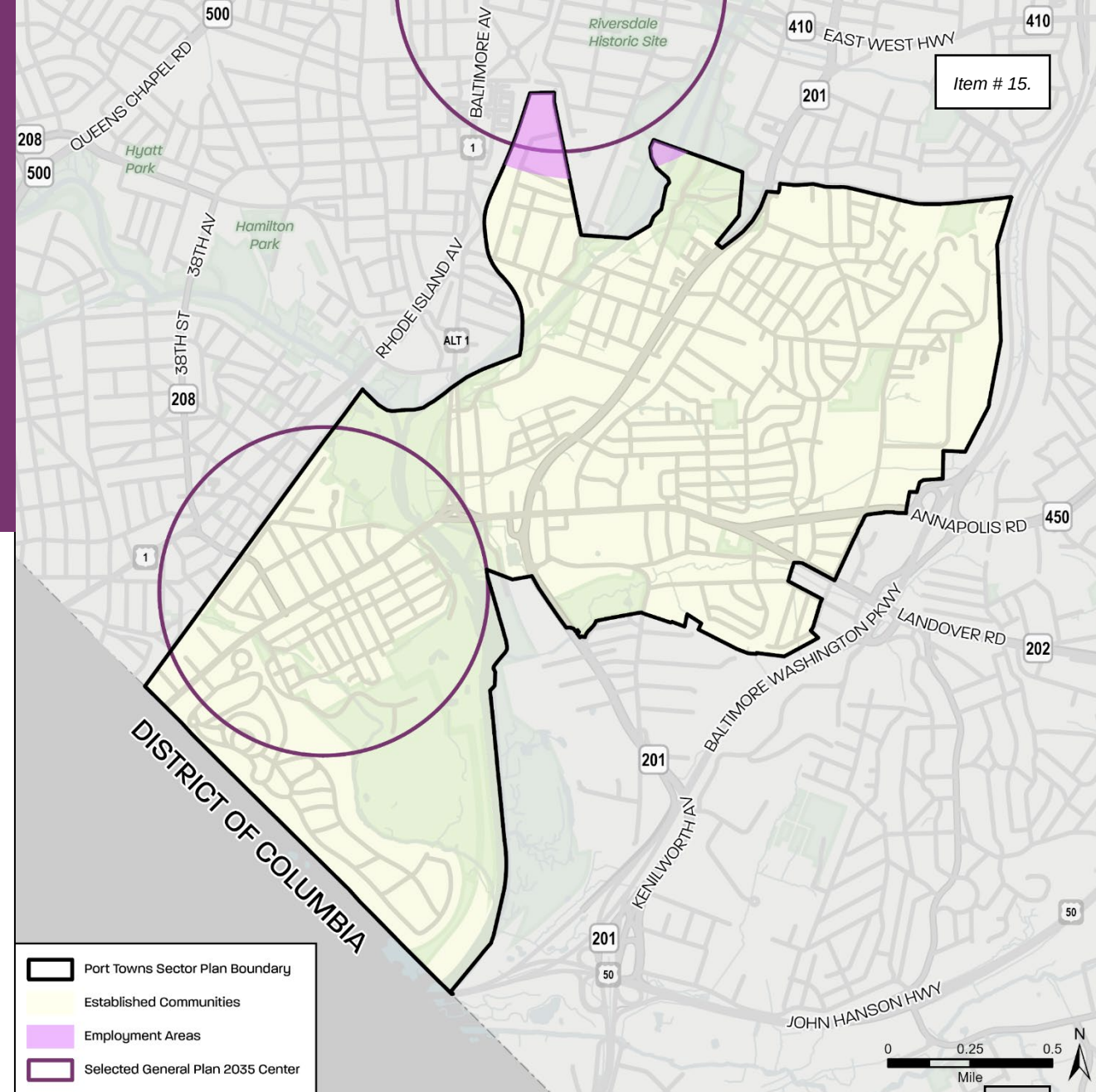
Defining the Neighborhood Center Boundary

What We Heard

Favorite places
include Waterfront
Park, Local
Restaurants, Library

Small Town feel /
compatible design

Wants walkable,
connected, mixed use



Defining the Neighborhood Center Boundary

What We Heard

Favorite places
include Waterfront
Park, Local
Restaurants, Library

Small Town feel /
compatible design

Wants walkable,
connected, mixed use



Opportunities and Recommendations

Land Use



Transportation
and Mobility



Housing and
Neighborhoods



Healthy
Communities



Placemaking



Economic
Prosperity



Natural
Environment



Community
Heritage, Culture,
and Design



Public Facilities

WHAT WE HEARD

Encourage mixed-use development along major corridors

Transform/Re-imagine industrial areas

More green spaces



More retail and commercial spaces

Connect housing to commercial and recreation

RECOMMENDATIONS

» Vibrant Focal Areas » Well Connected Neighborhoods



Photos by M-NCPPC

* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



WHAT WE HEARD

More economic opportunities for all, including youth

Become a green industry innovator



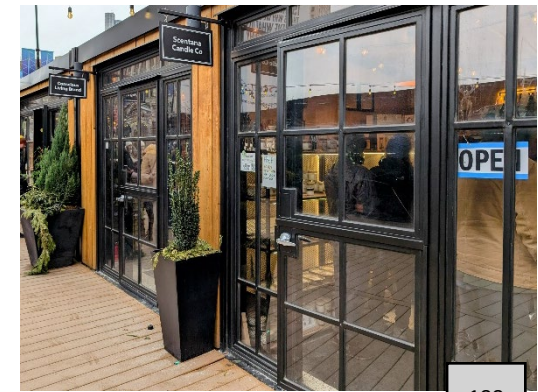
Lots of places to eat and things to do

Want new businesses and diverse amenities

* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.

RECOMMENDATIONS

» Attract New / Support Small Businesses » Reimagine Industrial Areas



Photos by M-NCPPC



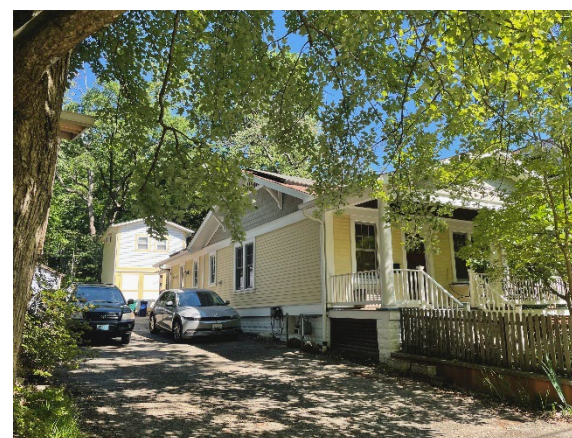
WHAT WE HEARD



* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.

RECOMMENDATIONS

» Housing Affordability & Diversity » Emphasis on Anti-Displacement



Photos by M-NCPPC



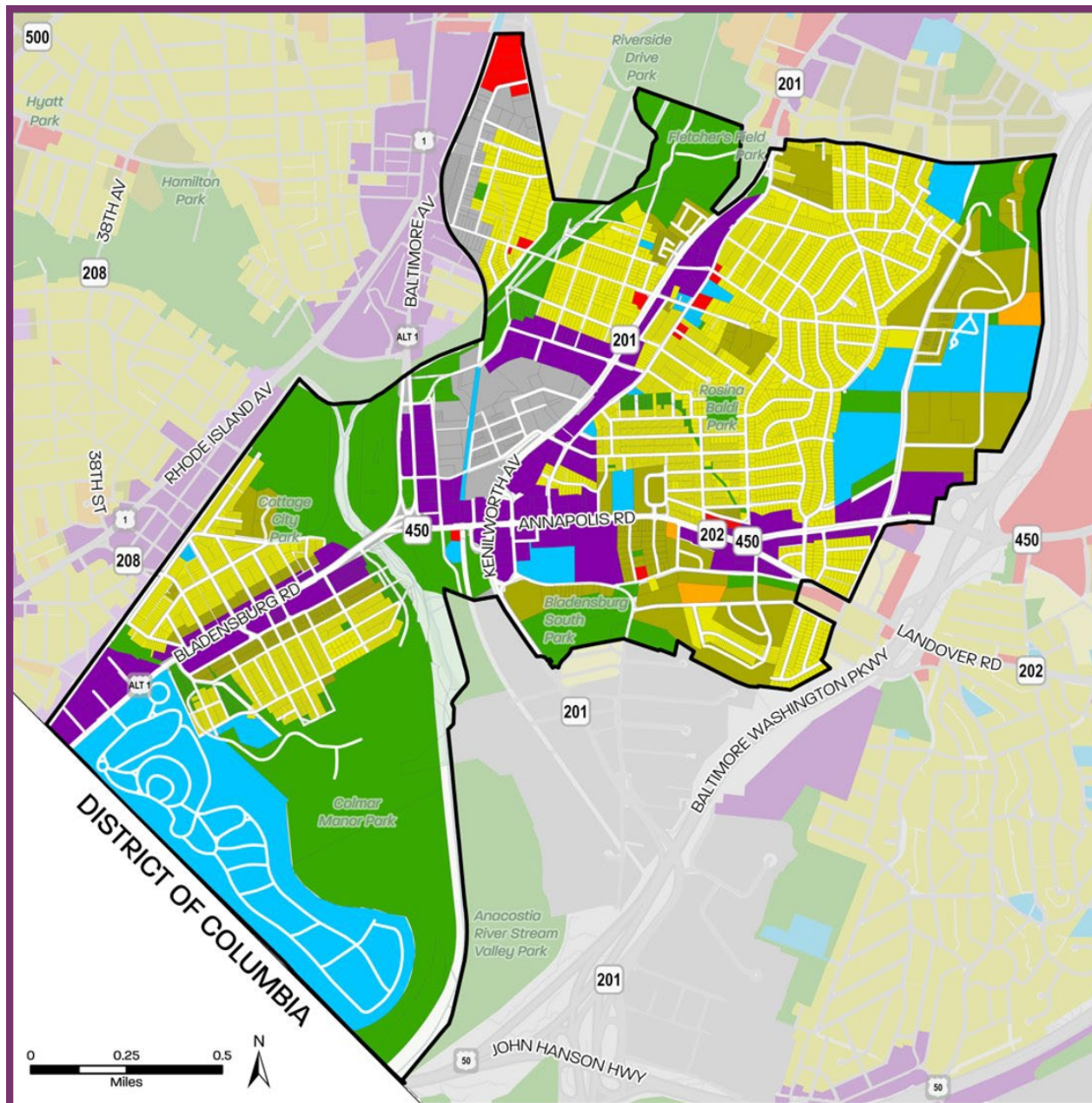
LAND USE



ECONOMIC PROSPERITY



HOUSING AND NEIGHBORHOODS



Item # 15.

Future Land Use

Map Legend

- Port Towns Sector Plan Boundary
- Parks and Open Space
- Residential Medium
- Residential Medium-High
- Residential High
- Mixed Use
- Commercial
- Institutional
- Industrial/Employment



LAND USE



ECONOMIC PROSPERITY



HOUSING AND NEIGHBORHOODS



Item # 15.

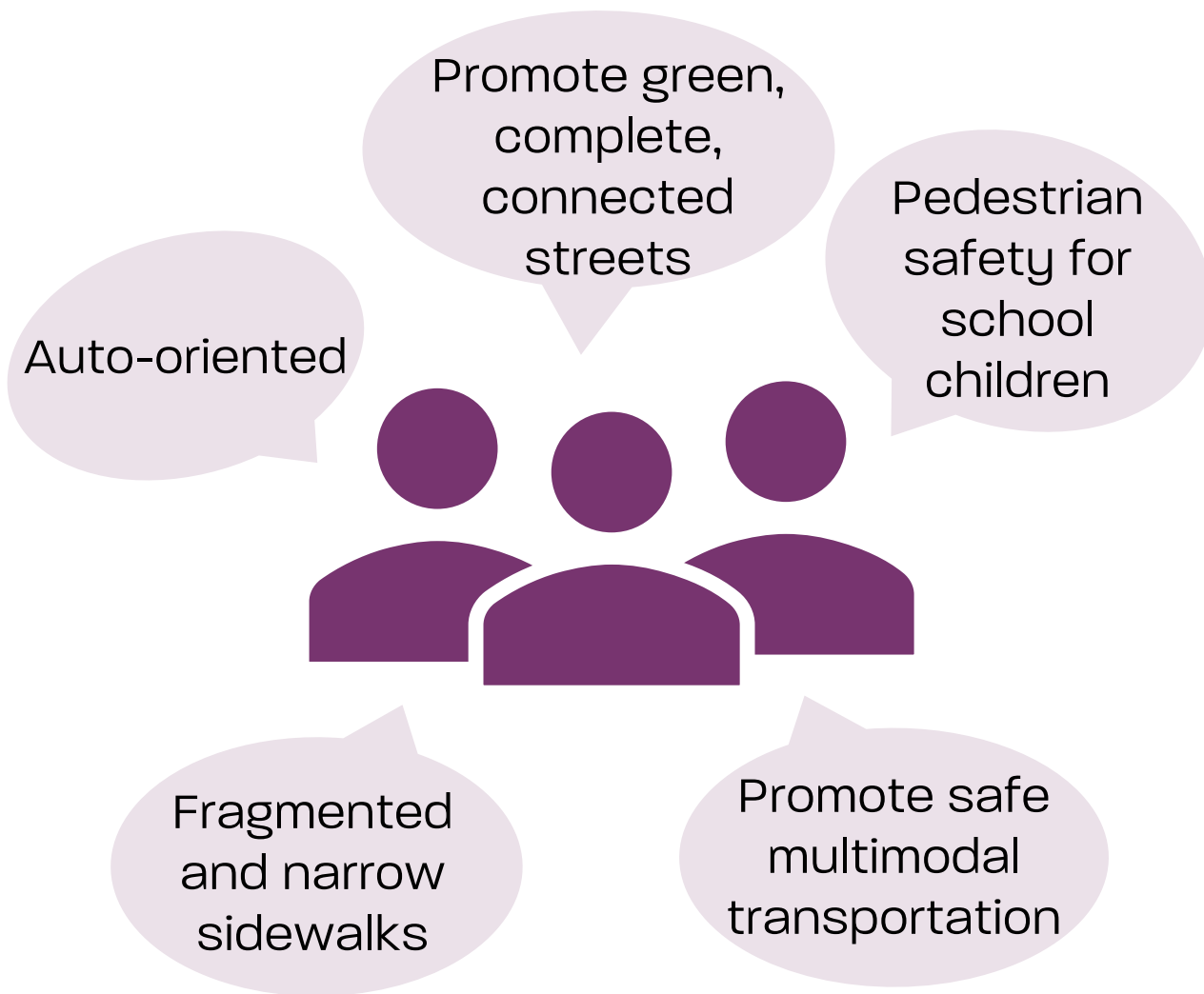
Future Land Use

Map Legend

- Municipal Boundary
- Parks and Open Space
- Residential Medium
- Residential Medium-High
- Mixed Use
- Institutional



WHAT WE HEARD

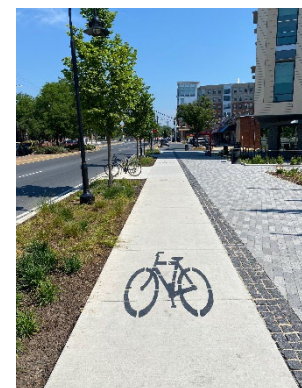


* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.

RECOMMENDATIONS

» Multimodal Connectivity

» Active Transportation



Photos by M-NCPPC



WHAT WE HEARD

Improve healthcare access and health services

Better access to green space and recreation

More senior services



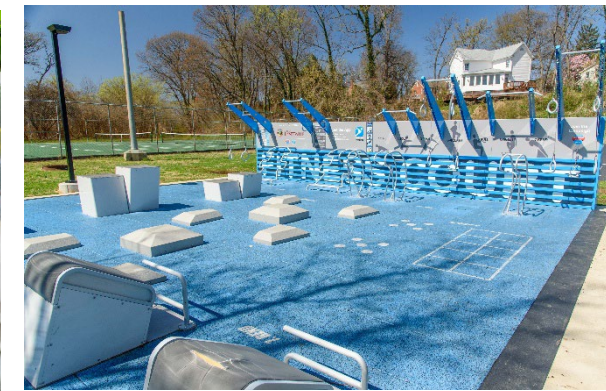
More health and wellness programming

Access to affordable and healthy food and local agriculture

RECOMMENDATIONS

» Expand Access to Healthy Food

» Invest in Social Infrastructure



Photos by M-NCPPC

* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



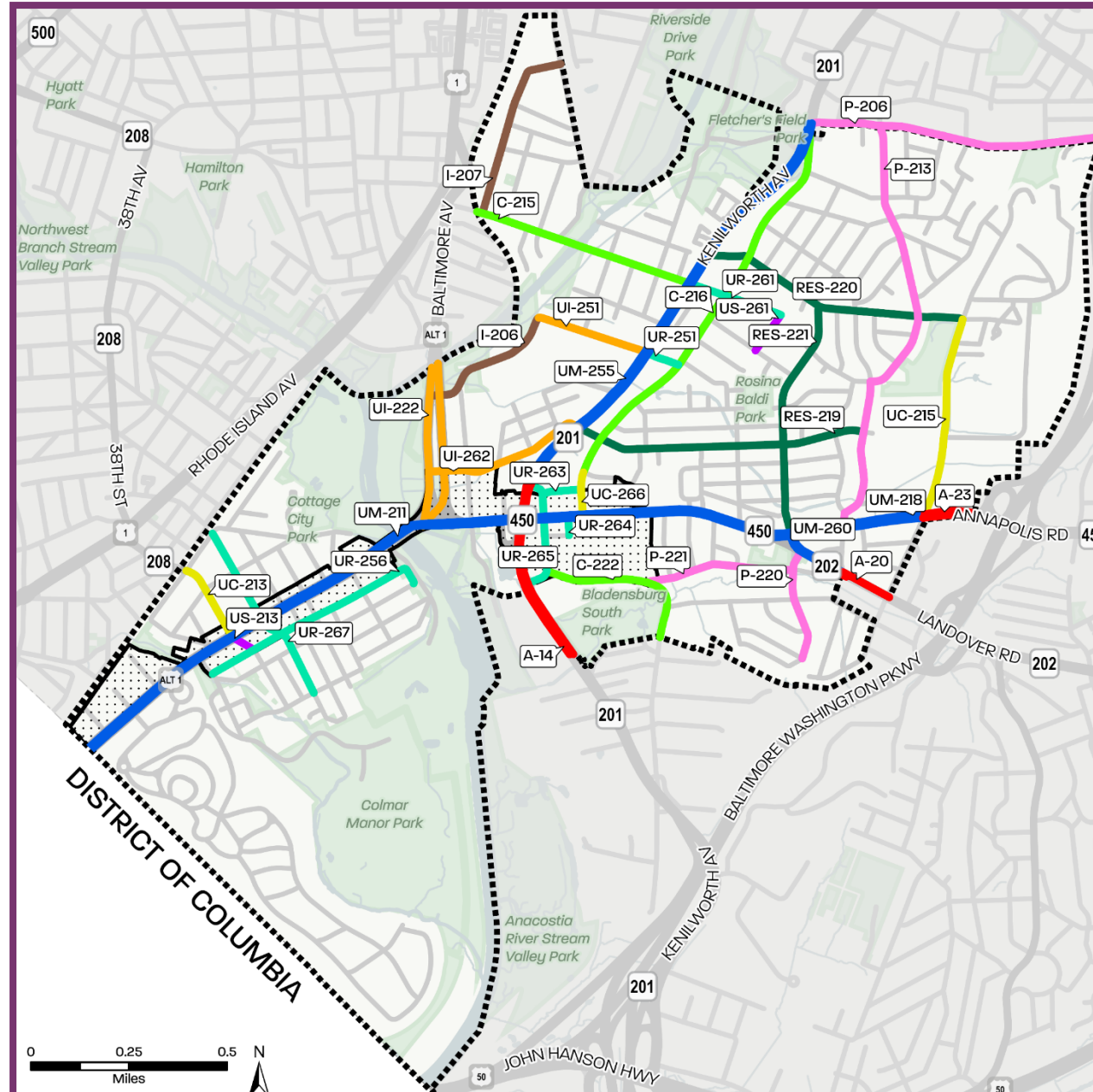
TRANSPORTATION AND MOBILITY

- » Multimodal Connectivity
- » Active Transportation



HEALTHY COMMUNITIES

- » Expand Access to Healthy Food
- » Invest in Social Infrastructure



Proposed MP Facilities and USDS Designations

Item # 15.

Map Legend

- Port Towns Sector Plan Boundary
- Neighborhood Center
- Arterial
- Collector
- Industrial
- Neighborhood Connector
- Neighborhood Residential
- Primary
- Residential
- Mixed-Use Boulevard
- Urban Industrial
- Shared Street



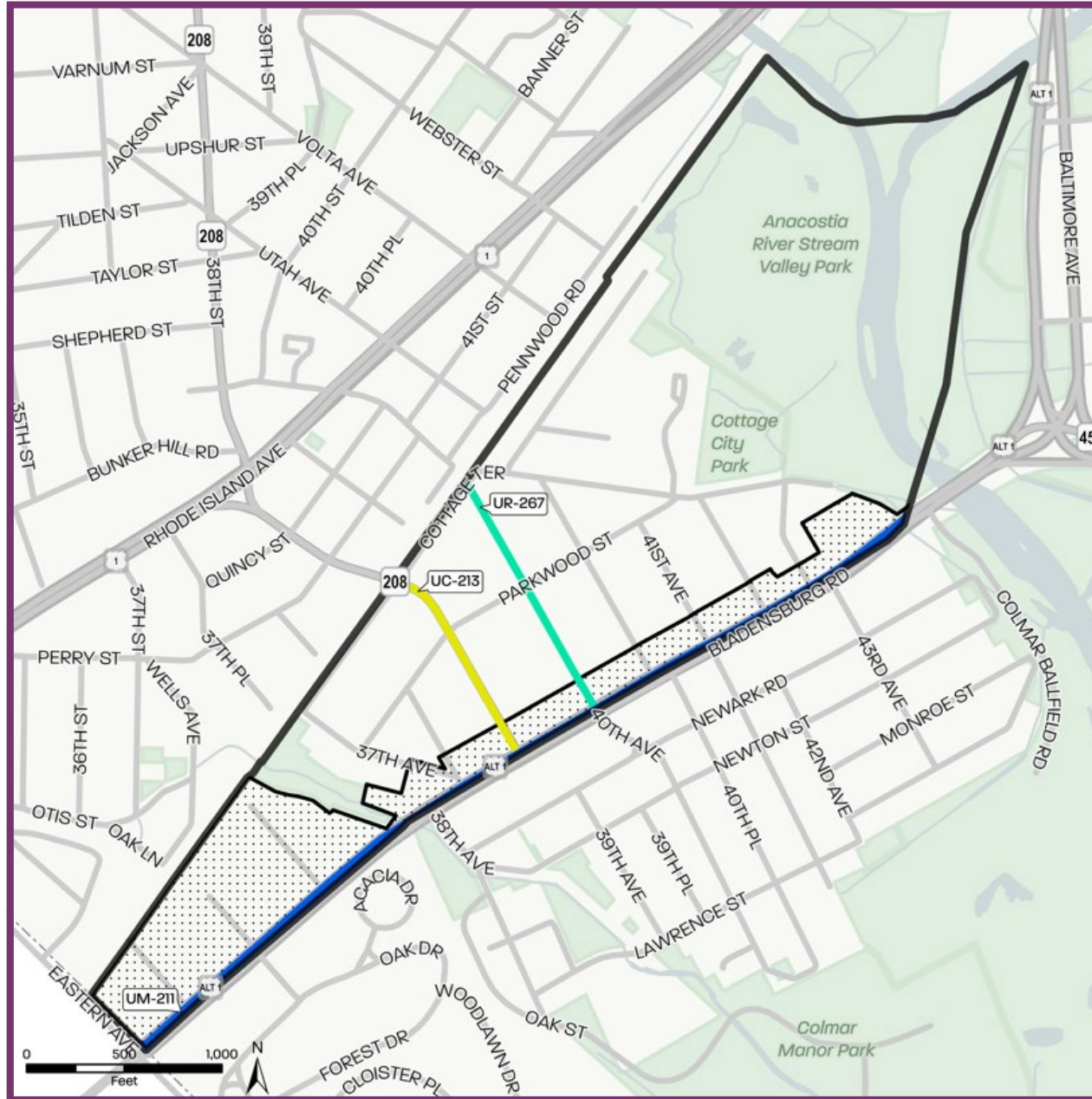
TRANSPORTATION AND MOBILITY

- » Multimodal Connectivity
- » Active Transportation



HEALTHY COMMUNITIES

- » Expand Access to Healthy Food
- » Invest in Social Infrastructure



Item # 15.

Proposed MPOT Facilities and USDS Designations

Map Legend

- Municipal Boundary
- Neighborhood Center
- Neighborhood Connector
- Neighborhood Residential
- Mixed-Use Boulevard



WHAT WE HEARD

Plan for
climate
change

Consistent
flooding and lack
of help

Improve health
of natural
environment

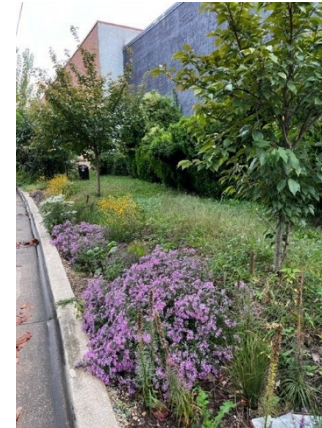


Enjoy proximity
to natural areas

Invest
in alternative
energy and green
infrastructure

RECOMMENDATIONS

» Green Infrastructure » Greenway/
Investment Blueway Corridors



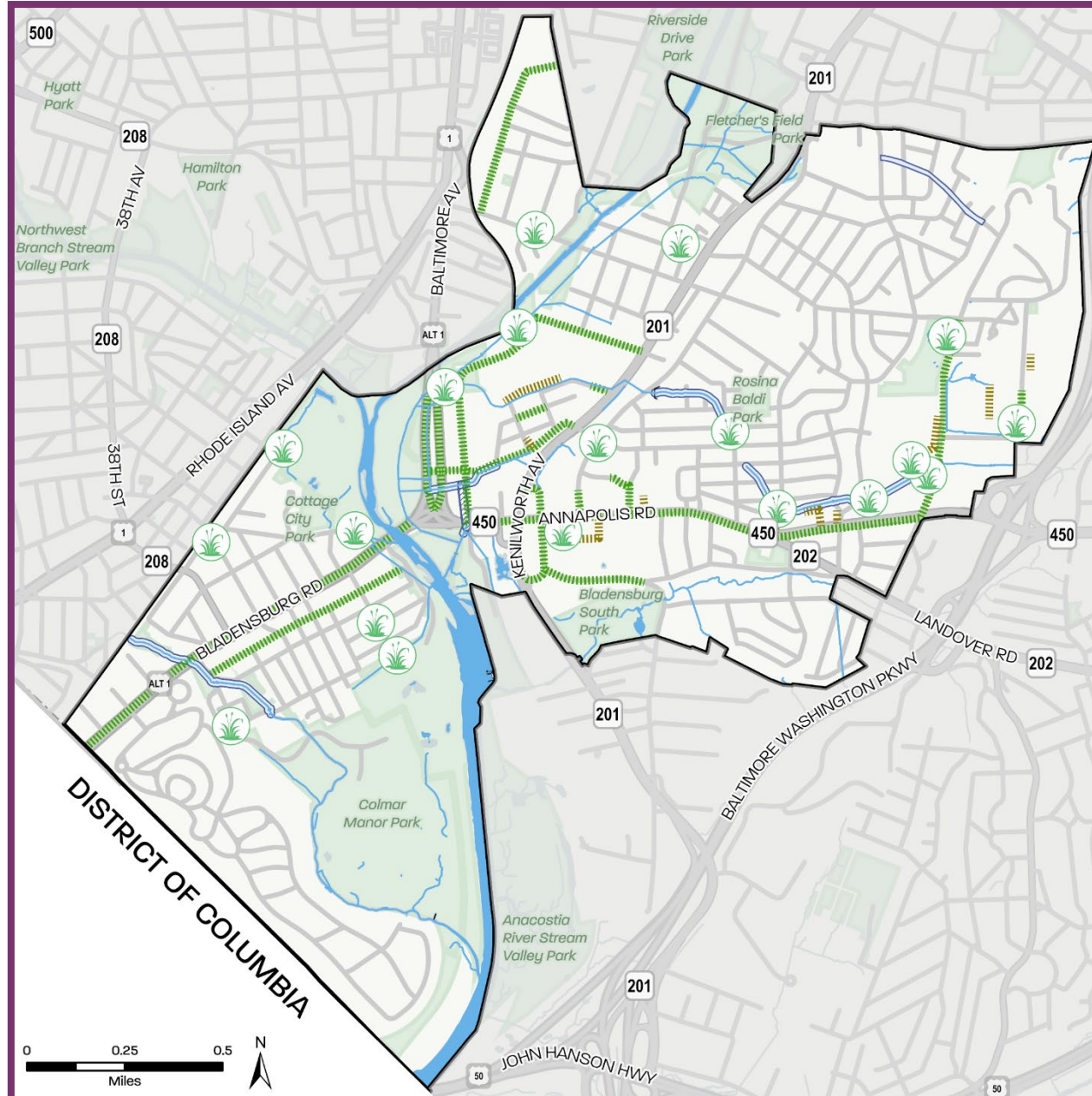
Photos by M-NCPPC

* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



NATURAL ENVIRONMENT

- » Green Infrastructure
- » Greenway/Blueway Corridors



Priority Stormwater Infrastructure Projects

Item # 15.

Map Legend

- Port Towns Sector Plan Boundary
- Green Infrastructure Streetscape
- Parking Lot Green Infrastructure
- Priority Green Infrastructure Projects
- Greenway/Blueway Corridor
- Proposed Stream Corridor Connection
- River and Streams



NATURAL ENVIRONMENT

- » Green Infrastructure
- » Greenway/Blueway Corridors



Item # 15.

Priority Stormwater Infrastructure Projects

Map Legend

- Municipal Boundary
- Green Infrastructure Streetscape
- Parking Lot Green Infrastructure
- Priority Green Infrastructure Projects
- Greenway/Blueway Corridor
- River and Streams



WHAT WE HEARD

More community events (festivals, parades)

Better public services (police, recycling, education)



Parks and playgrounds matter

Improved public facilities (pools, centers, dog parks)

RECOMMENDATIONS

» Expand Public Facilities

» Continue Emergency Service Planning



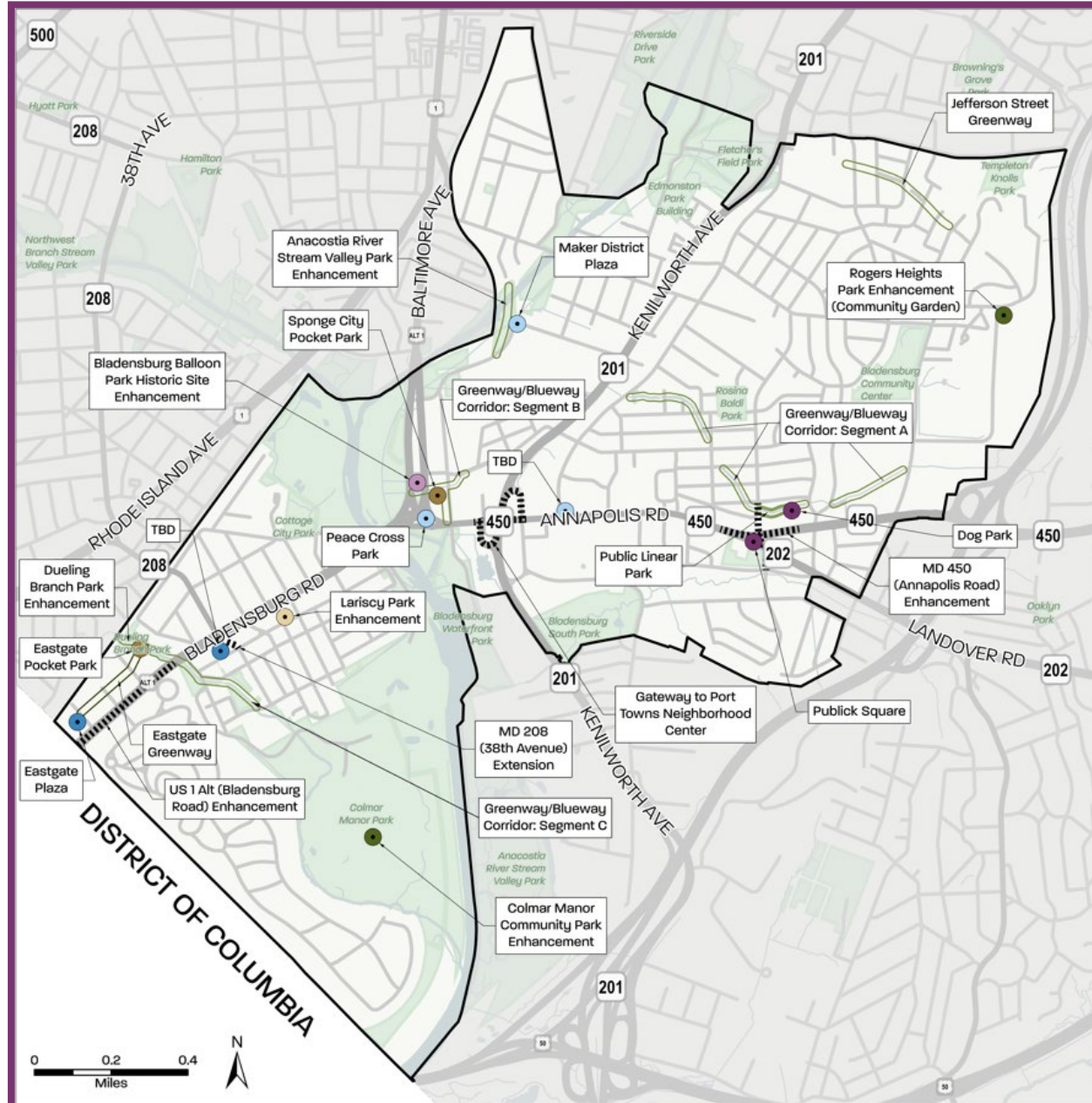
Photos by M-NCPPC

* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



PUBLIC FACILITIES

- » Expand Public Facilities
- » Continue Emergency Service Planning



Recommended Parks, Recreation, and Open Space Facilities

Item # 15.

Map Legend

- Port Towns Sector Plan Boundary
- Street (Fixed)
- Greenway and Linear Park (Fixed)
- Greenway and Linear Park (Not Fixed)
- Community Park (Fixed)
- Plaza (Fixed)
- Plaza (Not Fixed)
- Pocket Park/Mini Park (Fixed)
- Pocket Park/Mini Park (Not Fixed)
- Special Facility (Fixed)
- Special Facility (Not Fixed)



PUBLIC FACILITIES

- » Expand Public Facilities
- » Continue Emergency Service Planning



Item # 15.

Recommended Parks, Recreation, and Open Space Facilities

Map Legend

- Municipal Boundary
- Street (Fixed)
- Greenway and Linear Park (Fixed)
- Greenway and Linear Park (Not Fixed)
- Plaza (Not Fixed)
- Pocket Park/Mini Park (Not Fixed)



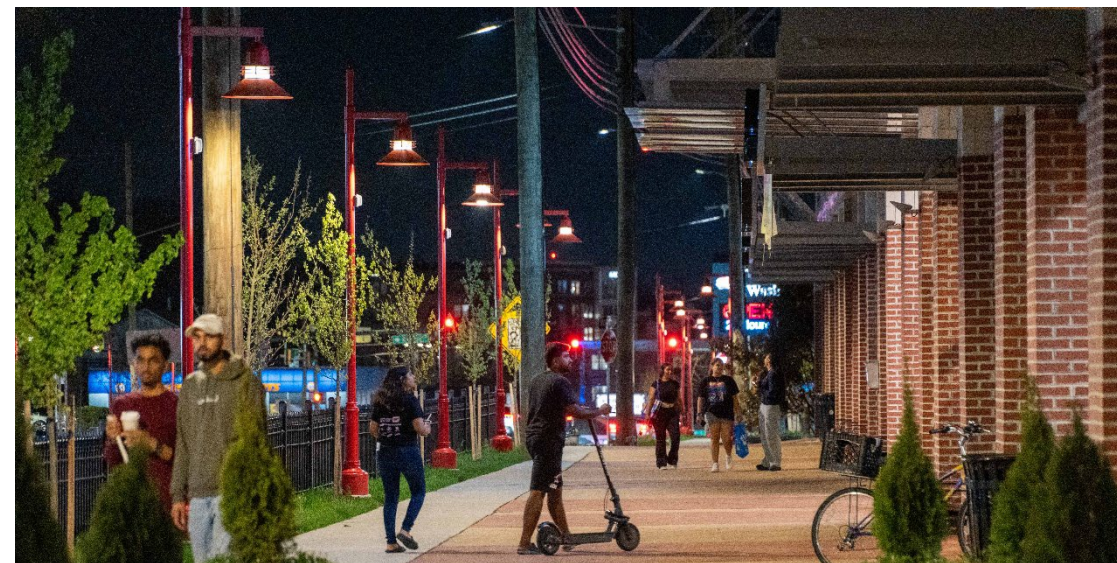
WHAT WE HEARD



* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.

RECOMMENDATIONS

- » Create a Cultural Heritage Trail
- » Incorporate and Support Art



Photos by M-NCPPC



WHAT WE HEARD

Maintain
small town
feel

Celebrate
diversity

Strong
placemaking

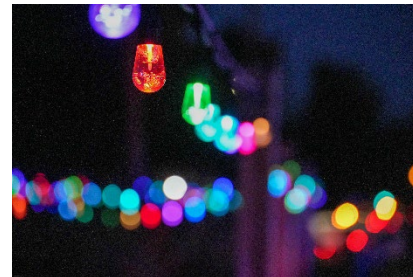
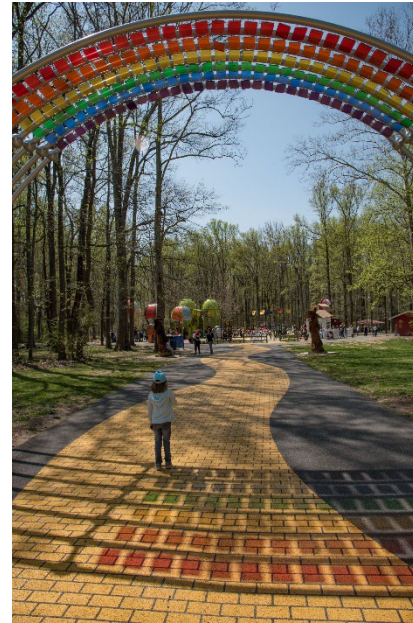


Better
wayfinding for
landmarks

Need branding
across Port
Towns

RECOMMENDATIONS

» Destination
Branding



» Identify sites for
future initiatives



Photos by M-NCPPC

* What we heard reflects the most frequently repeated responses and/or themes gathered during community engagement. These insights were compiled based on answers to key questions asked throughout the planning processes.



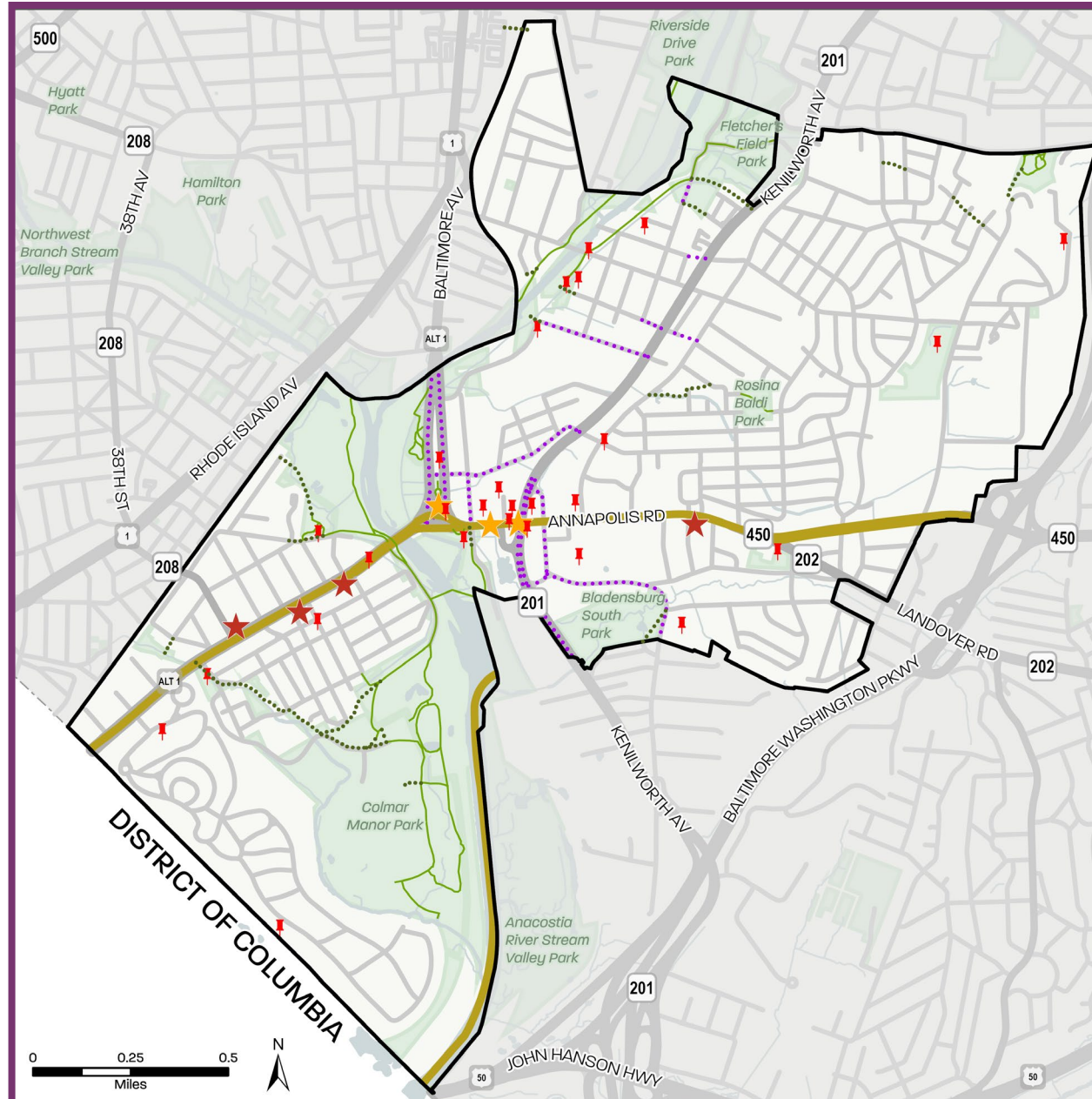
COMMUNITY HERITAGE, CULTURE, & DESIGN

- » Create a Cultural Heritage Trail
- » Incorporate and Support Art



PLACEMAKING

- » Destination Branding
- » Identify sites for future initiatives



Placemaking Opportunities and Significant Locations

Item # 15.

Map Legend

- Port Towns Sector Plan Boundary
- Star Spangled Banner Historic Trail
- Existing Trails/Shared Use Paths
- Proposed Side Path
- Proposed Trail/Shared Use Path
- Significant Landmark
- Right-of-Way Placemaking Opportunities
- Vacant Lot Placemaking Opportunities



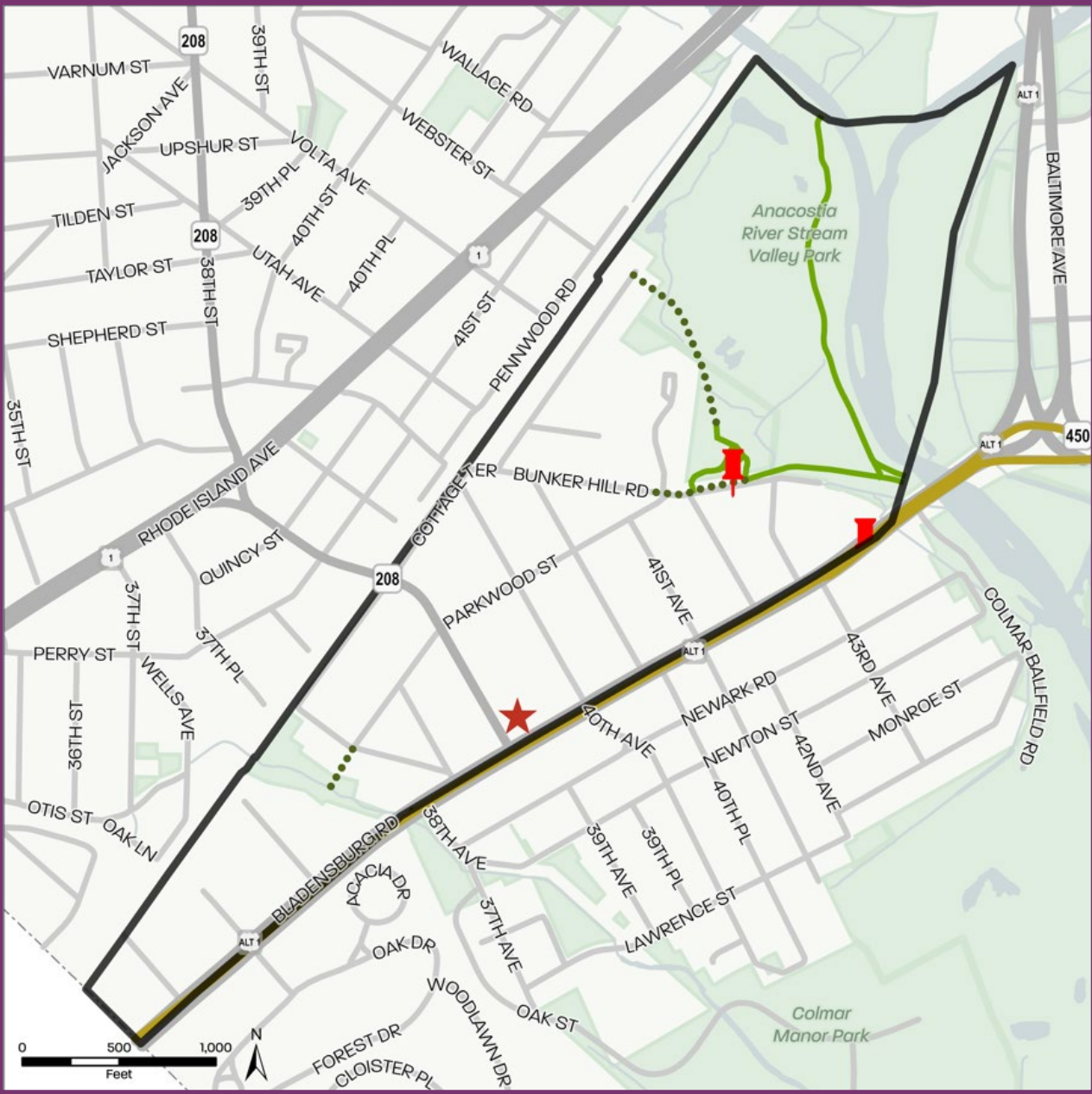
COMMUNITY HERITAGE, CULTURE, & DESIGN

- » Create a Cultural Heritage Trail
- » Incorporate and Support Art



PLACEMAKING

- » Destination Branding
- » Identify sites for future initiatives



Item # 15.

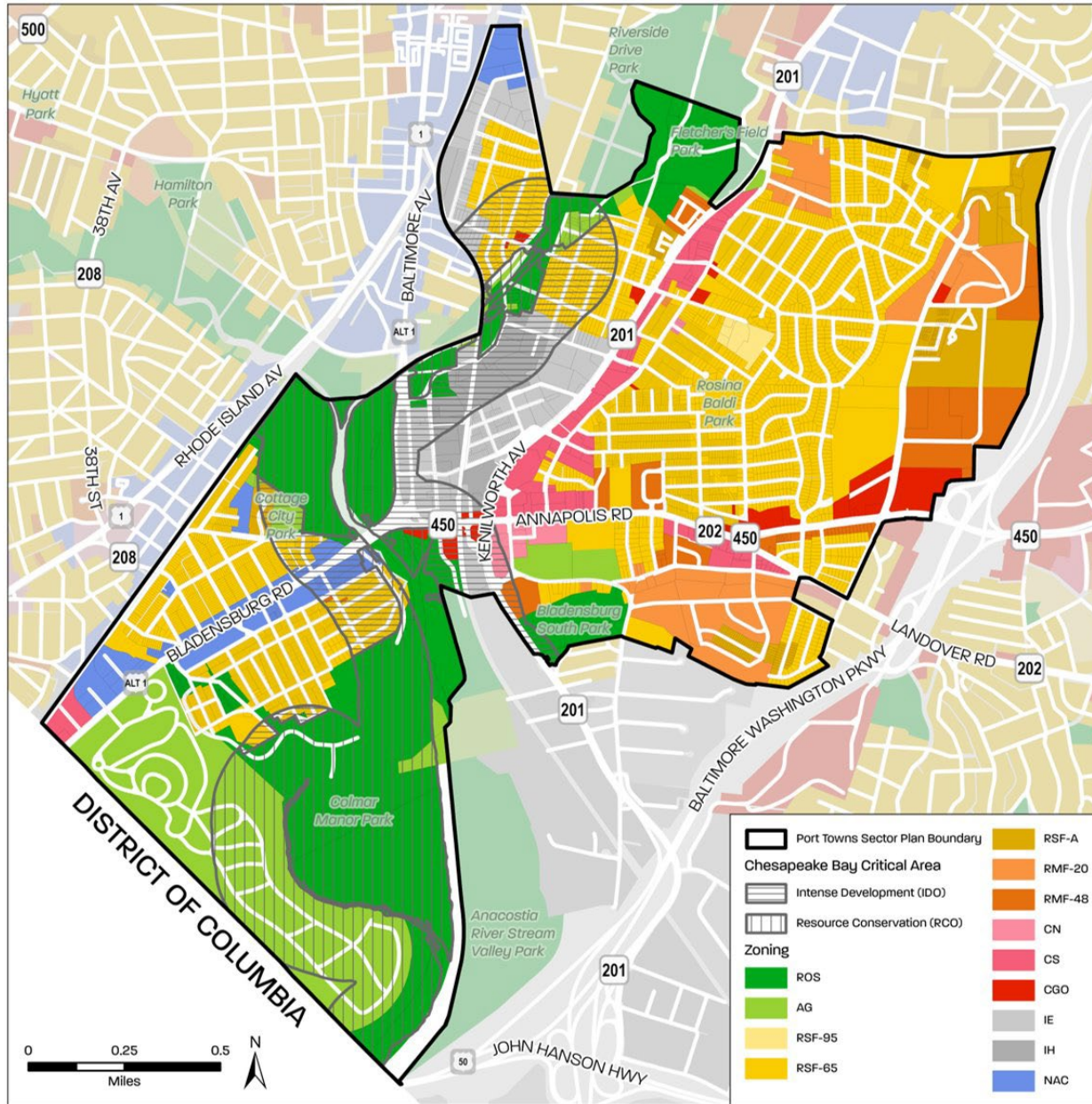
Placemaking Opportunities and Significant Locations

Map Legend

- Municipal Boundary
- Star Spangled Banner Historic Trail
- Existing Trails/Shared Use Paths
- Proposed Side Path
- Proposed Trail/Shared Use Path
- Significant Landmark
- Vacant Lot Placemaking Opportunities

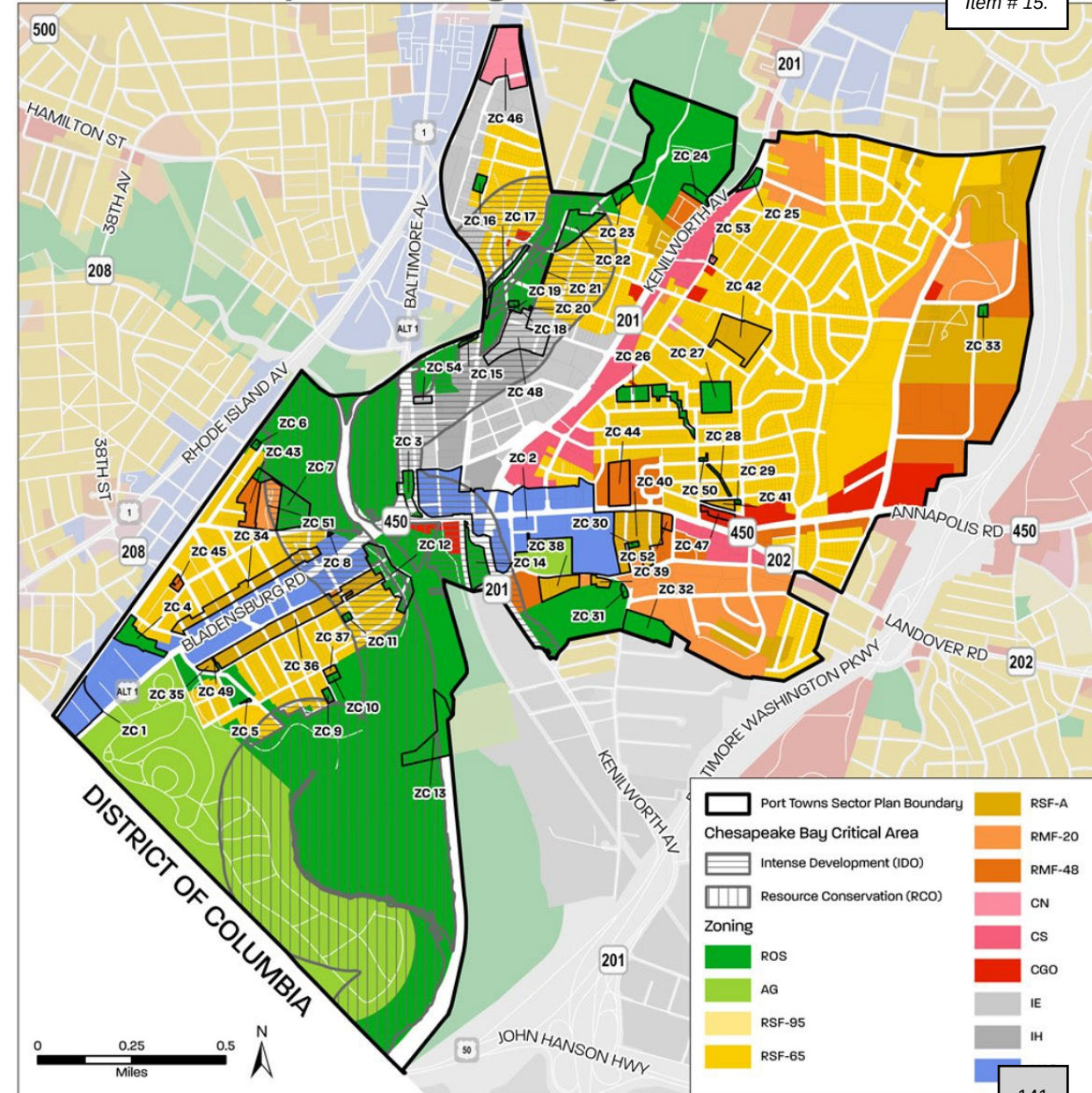
Sectional Map Amendment

Existing Zoning

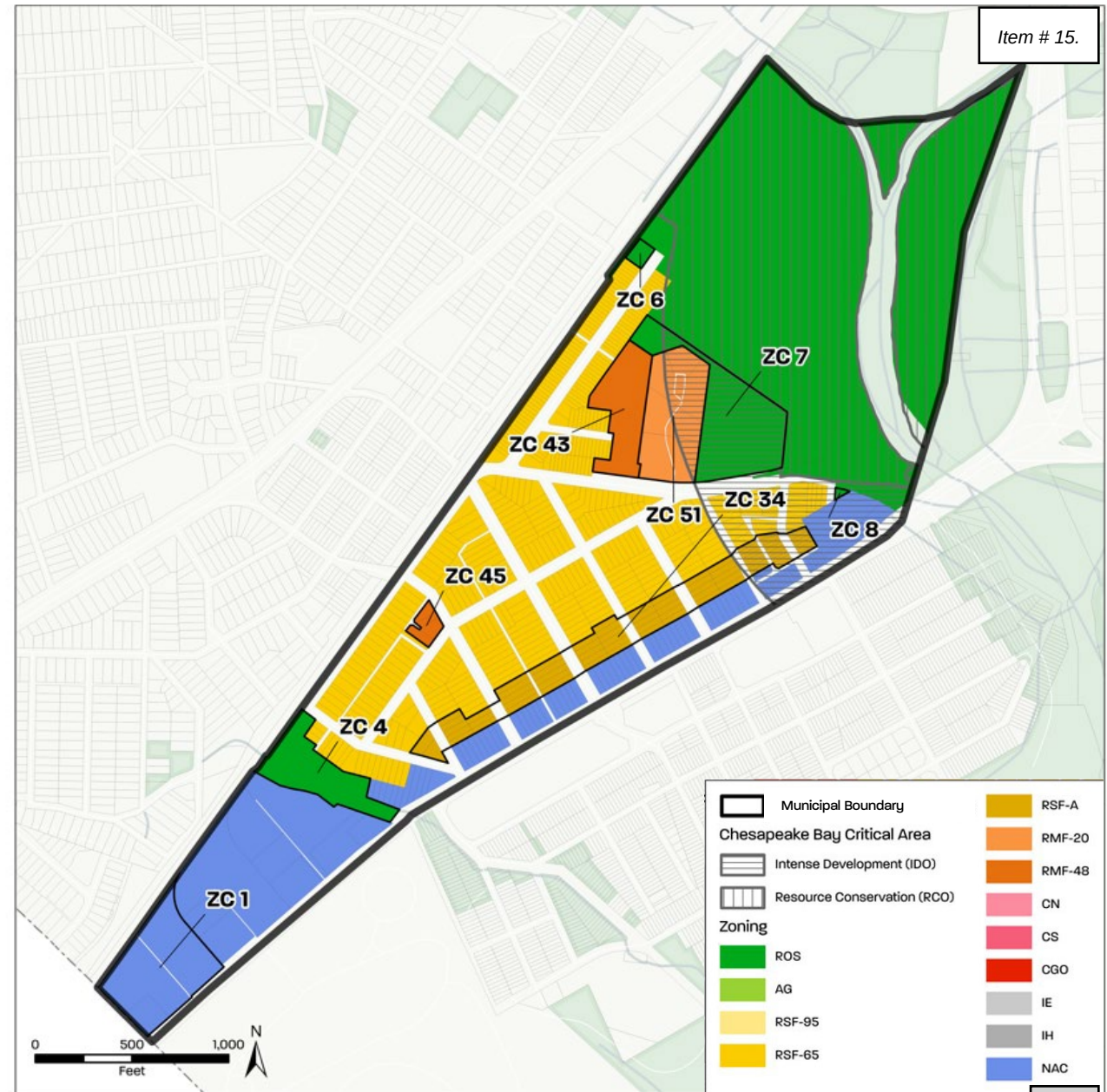


Proposed Zoning

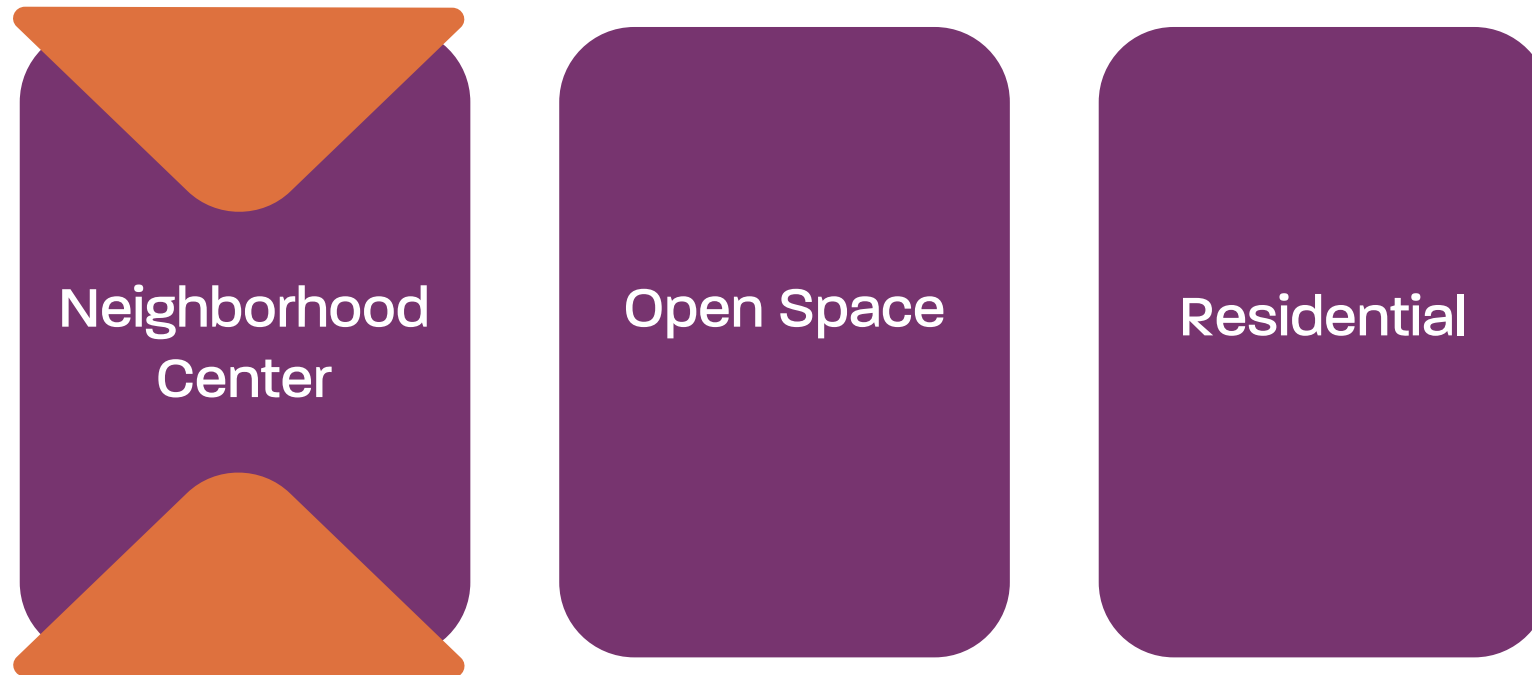
Item # 15.



Cottage City Zoning Changes



Zoning Changes Categories

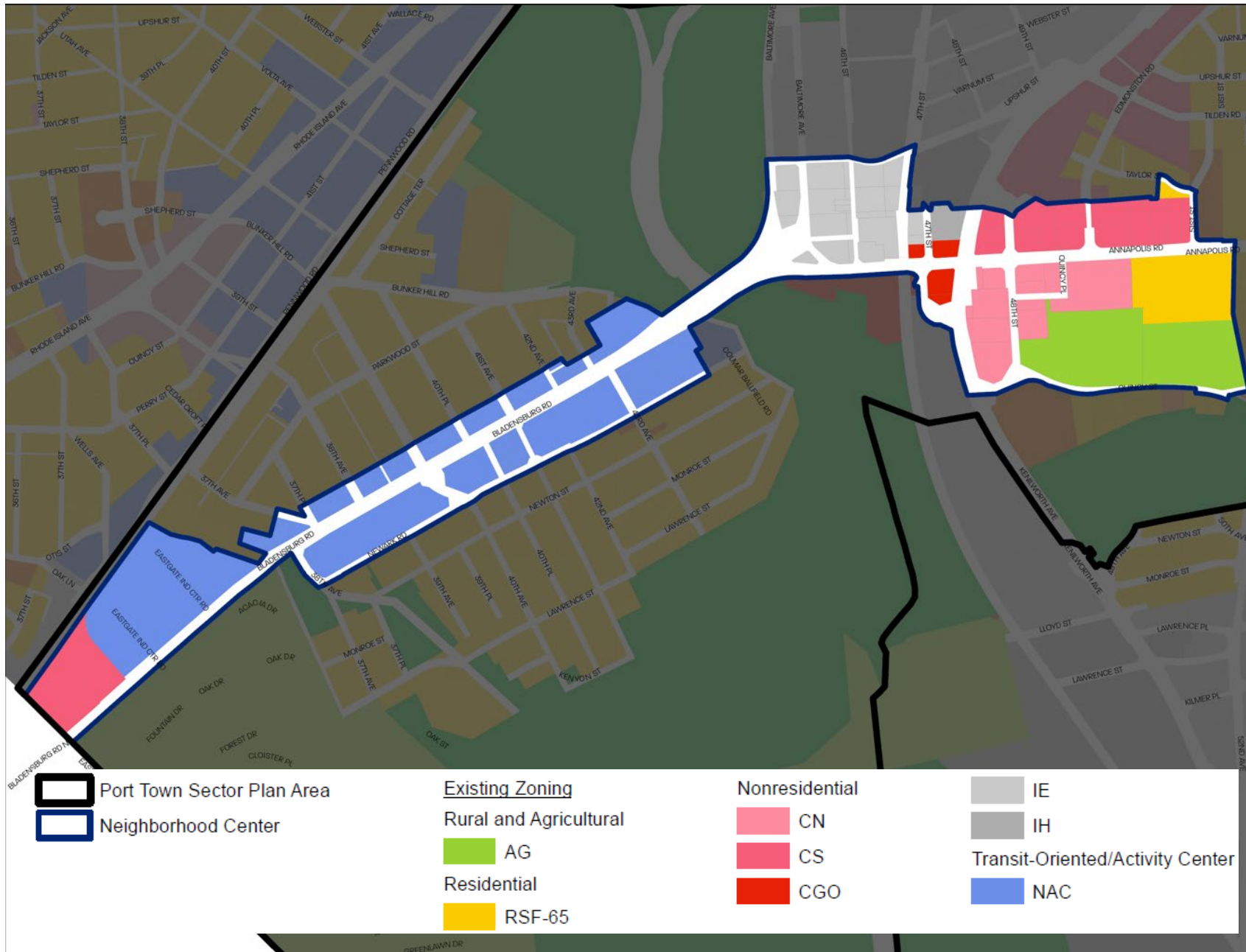


Neighborhood Activity Center (NAC) Zone

The purpose of the NAC Zone is to:

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

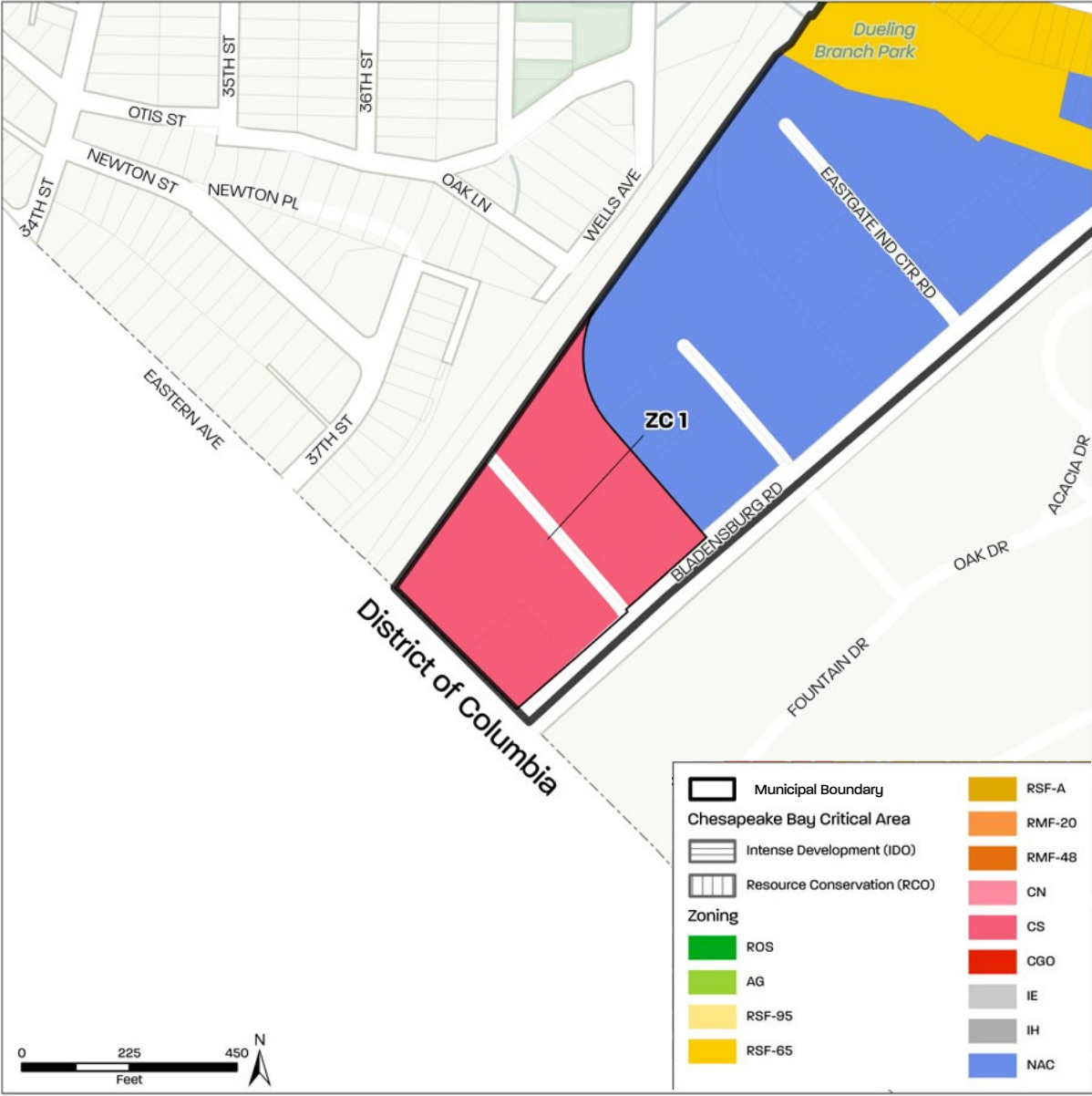




Existing Zoning in Proposed Neighborhood Center

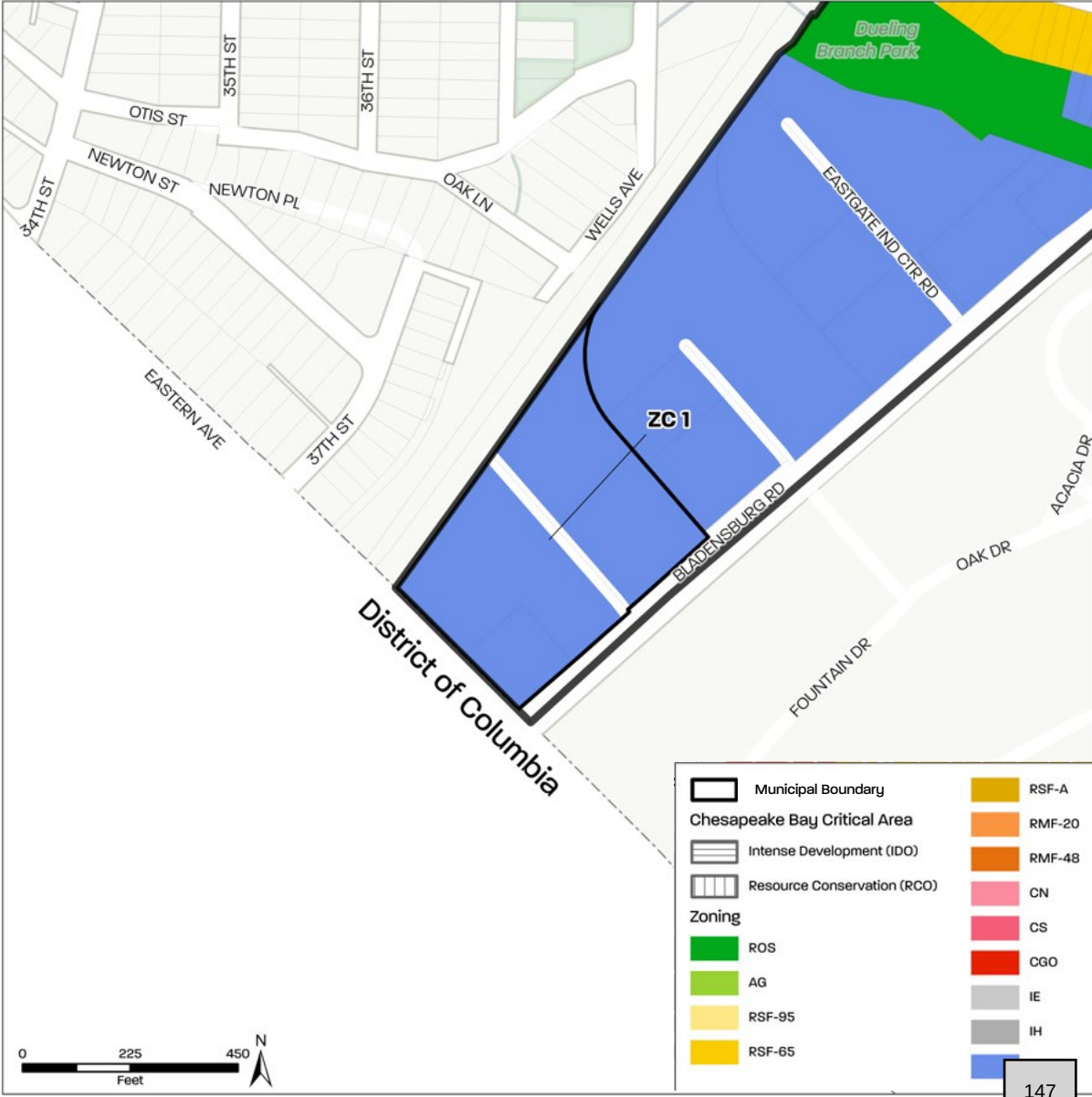
Property Inventory	
Zoning Class	Number of Parcels
NAC	55
ROS	4
Total	59

Existing Zoning

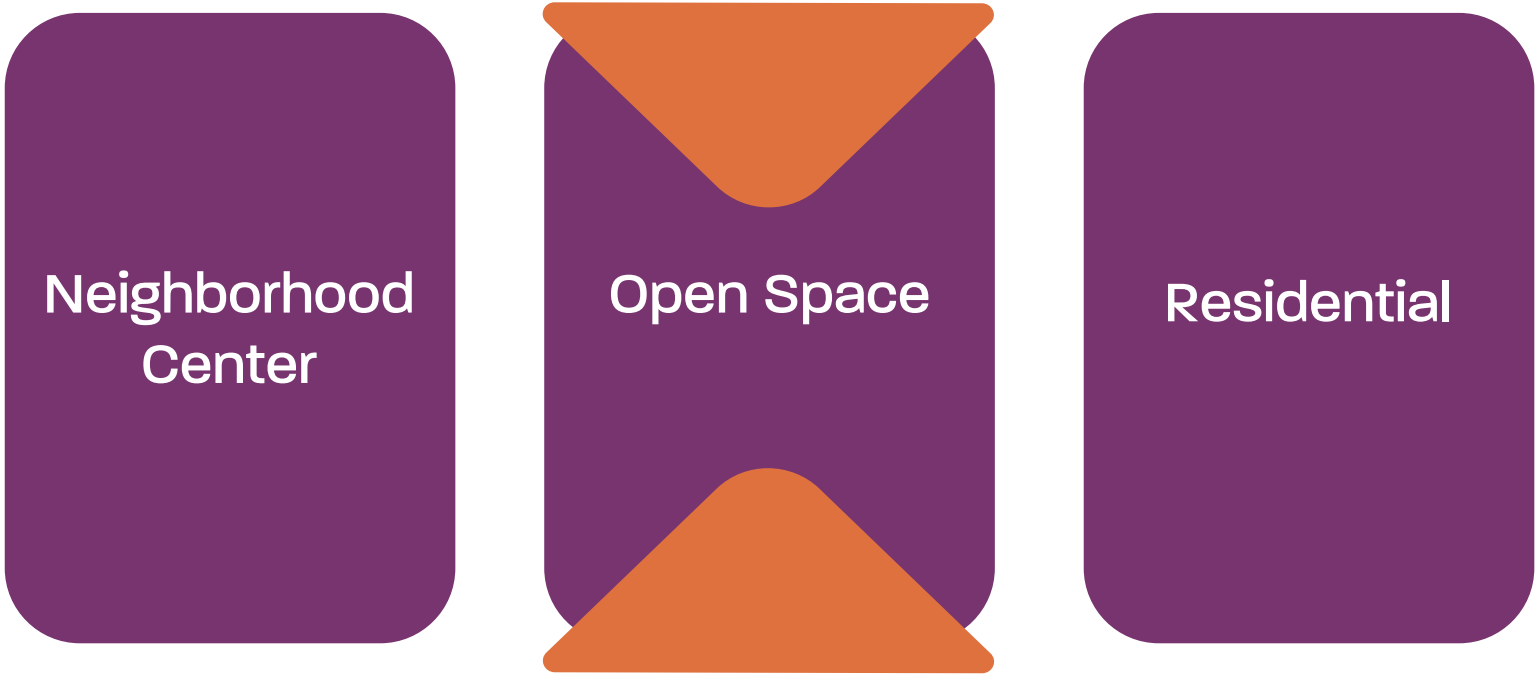


Proposed Zoning

Item # 15.



Zoning Changes Categories



Neighborhood
Center

Open Space

Residential

Reserved Open Space (ROS) Zone

The purpose of the ROS Zone is to:

- Encourage preservation;
- Protect scenic and environmentally-sensitive areas;
- Retain areas for non-intensive uses; and
- Provide public, recreational, and agricultural uses.



Existing Zoning



Proposed Zoning

Item # 15.



Zoning Changes Categories

Neighborhood
Center

Open Space

Residential

Residential, Single-Family-Attached (RSF-A) Zone

The purpose of the RSF-A Zone is to:

- Encourage compatible residential development; and
- Provide walkable, pedestrian oriented areas.

Residential, Multifamily-48 (RMF-48) Zone

The purpose of the RMF-48 Zone is to:

- Provide sites for high-density multifamily development; and
- Ensure compatible development and walkability.

Residential, Single-Family-Attached (RMF-20) Zone

The purpose of the RMF-20 Zone is to:

- Provide high-density residential development; and
- Ensure compatibility with surrounding lands.

Item # 15.



Existing Zoning



Proposed Zoning

Item # 15.



What might implementation look like?

OPPORTUNITY SITES

SITE A: Port Towns Shopping Center

SITE B: Buchanan Street Industrial Area

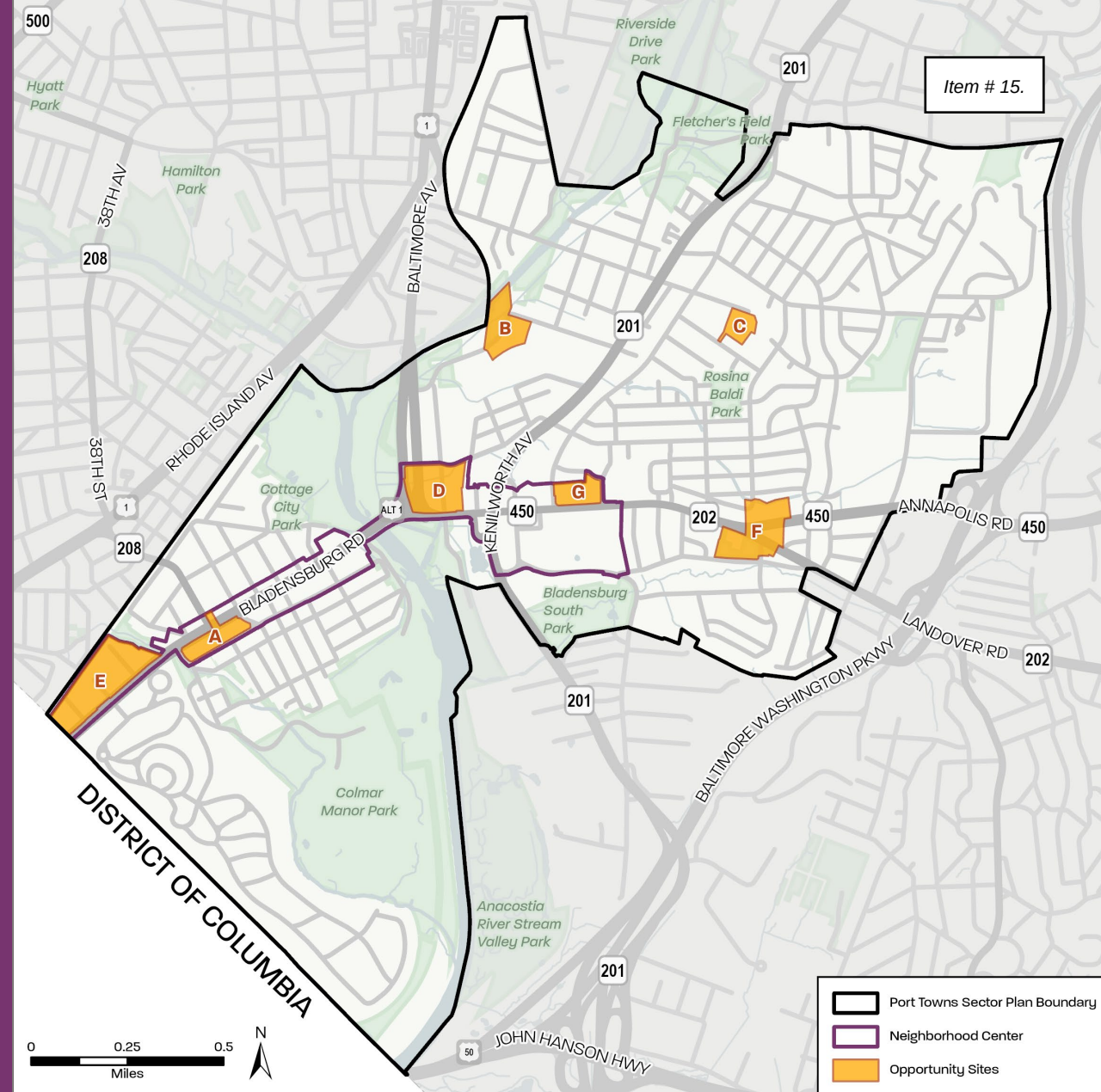
SITE C: Residential Infill Along Decatur Street

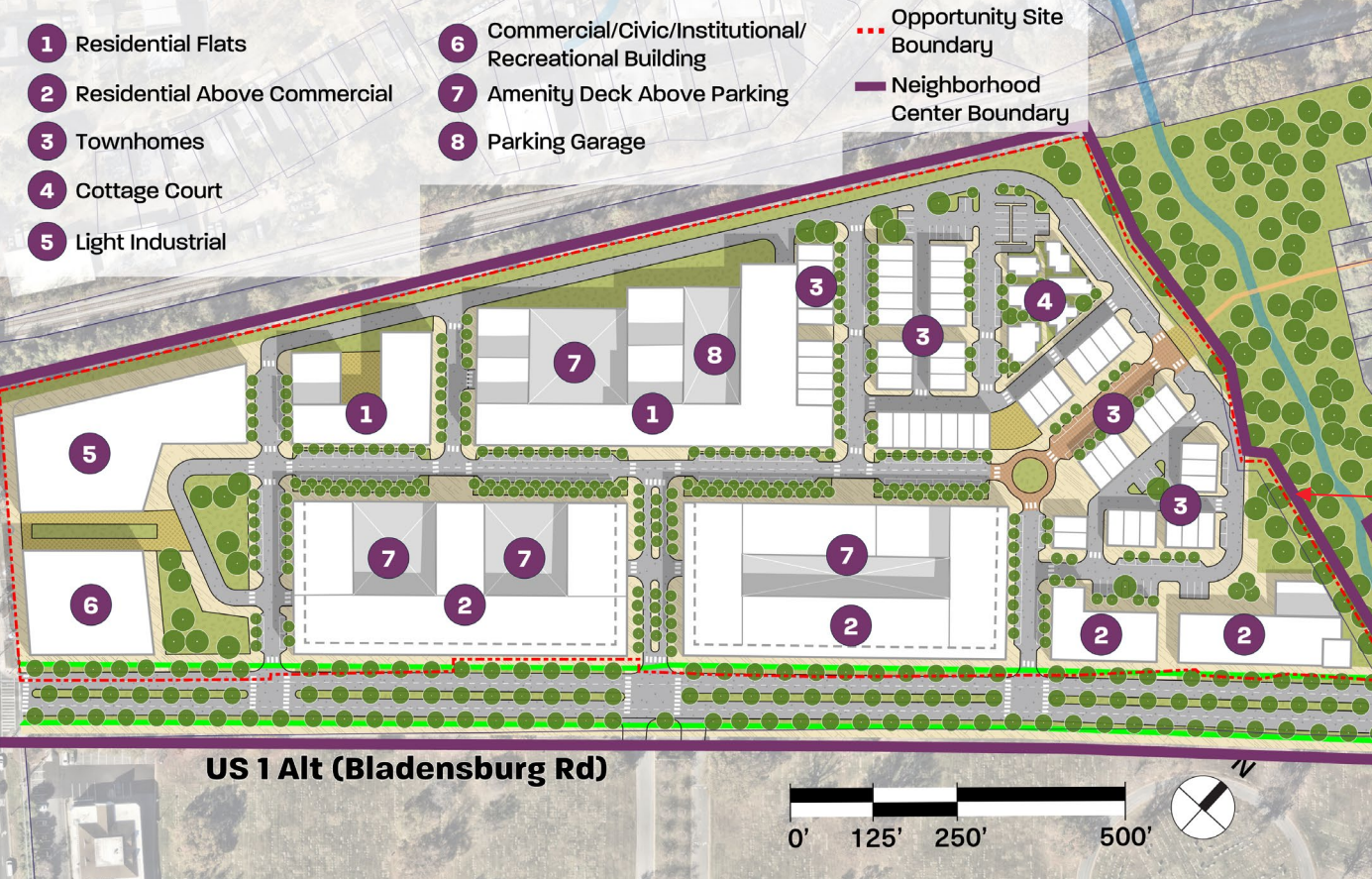
SITE D: Peace Cross Industrial Area

SITE E: Eastgate Industrial Center

SITE F: Publick Playhouse and Vicinity

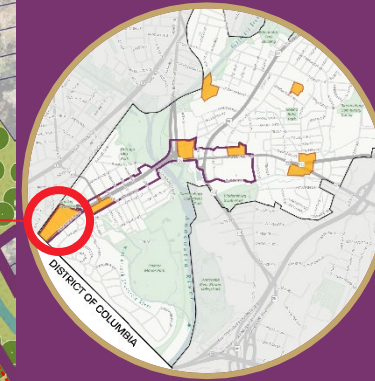
SITE G: Port of Bladensburg Shopping Center





SITE E: EASTGATE INDUSTRIAL CENTER

Item # 15.



- Address: 3450 Bladensburg Road
- Area: 18.03 acres
- Located **inside** the Neighborhood Center Boundary
- Current Zoning: CS and NAC
- Proposed Zoning: NAC



SITE E:
PORT TOWNS JUNCTION

Item # 15.



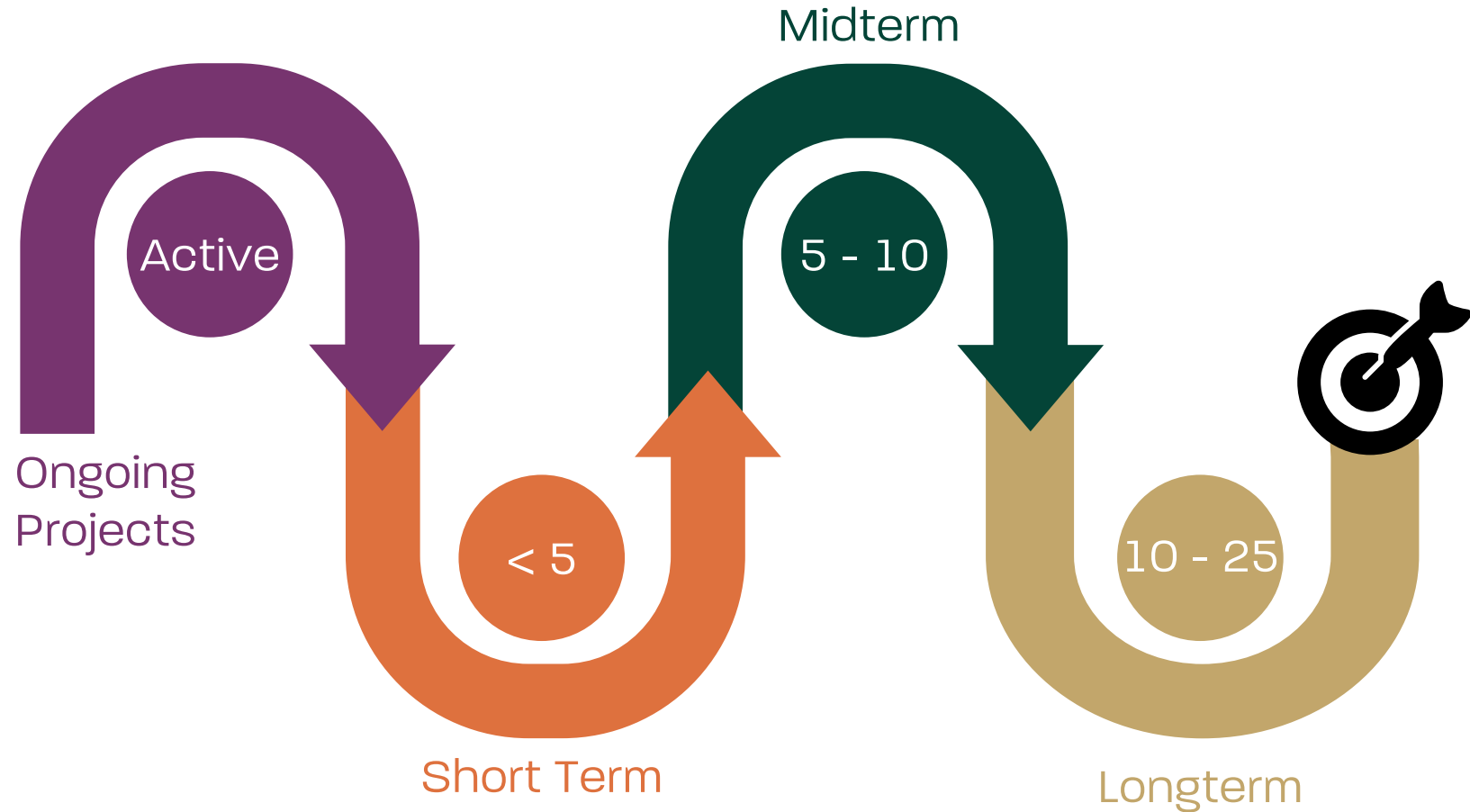
Rendering by IFMM (for Illustration purposes only) | Photos from RHI

Implementing the Plan

This Plan Will Need:

- Agency and Stakeholder Action
- Sectional Map Amendment (SMA) Approval
- Capital Improvement Projects
- Private Investment
- Collaborative Partnerships

Implementation and Monitoring



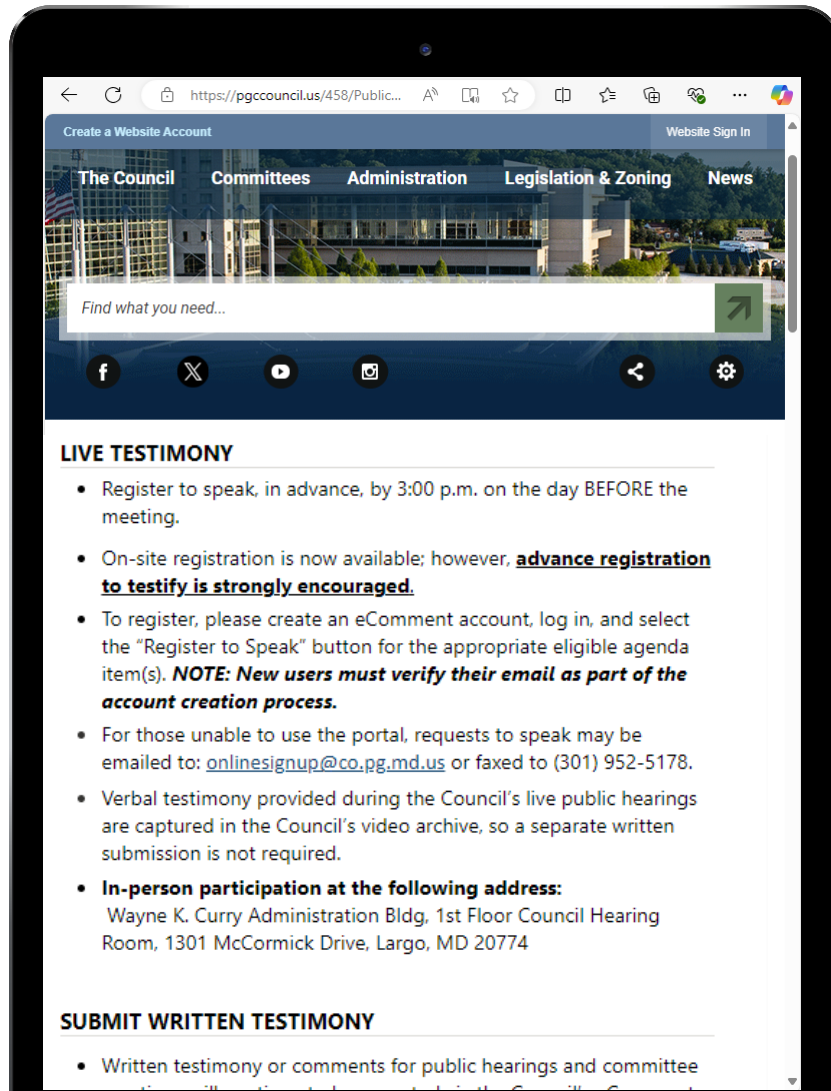
Next Steps & Schedule

Tentative Schedule



How to Participate

<https://pgccouncil.us/Speak>



Continue Sector
Plan Review

Prepare Testimony



Submit Testimony

Contact Information



Emily Lutz

Project Manager

Emily.Lutz@ppd.mncppc.org

Phone (301) 952-3253



Arnaldo Ruiz

Deputy Project Manager

Arnaldo.Ruiz@ppd.mncppc.org

Phone (301) 952-4523

Visit project website for updates pgplan.org/porttowns

Project Email porttowns@ppd.mncppc.org

Follow us / *Síguenos en* @PGPlanningMD • pgplanning.org • planpgc2035.org





March 2026 Work Session Minutes

Tuesday, March 3, 2026, at 6:30 PM

Virtual Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting was hosted in person and on Zoom:

https://us02web.zoom.us/rec/share/PljOQZ1NiHZcnhDmfOExUczvtGHpYOxHRINBxsIO4H0ndJ15tCGbOD_TmC2QCwhC.H8c0fk8GX34LjMMG?startTime=1772580609000

Phone: 301-715-8592 | Meeting ID: 824 4965 7189 | Passcode: QU4D^221

Call to Order at 6:31 PM

Attendees

1. Ward 1 – Commissioner Salsich
2. Ward 2 – Commissioner Henderson
3. Ward 3 – Commissioner Wheatley
4. Ward 4 – Commissioner Givens
5. At-Large – Commissioner Brooks
6. John Hoatson – Town Manager
7. David Martini – Chief of Police
8. John O'Connor – Grants Manager
9. Kevin Best – Town Attorney
10. Meagan Baco – Anacostia Trails Heritage Area

Agenda

1. Call to Order and Roll Call (0:40)

All Commissioners are present and accounted for. Agenda is fine as is, budget discussion will have to be tabled. There is the addition of a Memorandum of Understanding with the Prince George's County Gateway Development Authority. There is also a new grant from the Chesapeake Bay Trust. Commissioner Givens wants to add a ballot question for the upcoming election.

2. Public Comments (6:22)

None.

3. **Presentation by Anacostia Trails Heritage Area (7:09)**

AHTA is a non-profit in Prince George's County with headquarters in Hyattsville with a mission to support cultural tourism to benefit residents. Arts, history, culture, and nature tend to intersect in municipalities, especially at community events. They also examine trail connectivity and support public art.

With the 250th anniversary celebrations coming, AHTA is trying to excite people about Passport to History which would have people go to historical sites around the county. There will be a block party on Saturday, May 30 in Bowie and information can be found on www.PG250.org.

AHTA also functions as a grant-making agency with Heritage Area Authority grants and Rocket Grants of up to \$5,000.

4. **Police Budget Discussion (20:00)**

Chief Martini wants to raise the officer pay scale by 10% in order to remain competitive with surrounding departments and have a pay scale publicly available. He suggested a 6% increase between ranks and annual automatic yearly step increases of 3%. He is asking for \$27,122 to institute this new pay scale this year.

He is also suggesting a signing bonus, again to remain competitive. Colmar Manor offers a signing bonus of \$5,000. He also suggests \$5,000 spread out over the first three years of a new officer's tenure to entice new people and discourage job hopping.

He is also suggesting a longevity bonus, i.e. \$500 per year paid out every five years so that on every five-year anniversary you get \$500 times the number of years in service.

His calculation is that considering how much it costs to recruit, train, and outfit an officer these bonuses will pay for themselves in terms of retaining officers instead of hiring new ones regularly. Having officers remain for a long time also increases the feeling of safety and helps maintain institutional knowledge.

Commissioner Henderson does not think Cottage City can afford this. Chief Martini believes that you get what you pay for. Commissioner Wheatley is also concerned about the cost. Chief Martini responded that programmed increases are easier to budget for than ad-hoc ones. Speed cameras are projected to add \$500,000 to the town budget. Commissioner Givens noted that a pay scale was rejected previously because it would be fiscally challenging and that perhaps police staffing levels would have to be reduced in order to sustain that kind of pay scale. Commissioner Brooks would like to know where in the budget the extra policing expenses could come from.

5. **Resolution 2026-03, Language Access Plan (1:08:20)**

To recover \$62,000 from the USDA for a grant to purchase a new police vehicle the town needs to adopt the USDA's Supplemental Language Plan, which requires Spanish translation. The Town already meets or exceeds the requirements of this plan.

Town of Cottage City Resolution 2026-03, a resolution of the Commission of the Town of Cottage City adopting a language access plan to ensure meaningful access to town programs, services, and activities for individuals with limited English proficiency.

6. **Resolution 2026-04, The Urban Tree (1:11:36)**

This grant from the Maryland Department of the Environment and the Prince George's County Department of the Environment is designed to lower the temperature at no cost to the Town of Cottage City. It will mean that approximately \$600,000 to \$900,000 worth of work will be done improving the Town's tree canopy in publicly owned areas.

A resolution to approve and grant permission to the Prince George's County Department of the Environment and its authorized agents, or assigns, to allow access and entry to municipal properties and right-of-way within the Town of Cottage City in order to design, survey, locate utilities, test soil, locate and plant trees, and perform other duties in connection with the installation and establishment of a variety of native trees and plants.

7. Resolution 2026-05, Health Insurance (1:18:12)

A resolution to approve a town health and life insurance policy for employees of the Town. This codifies policies that already exist and adds that the town will cap payments to the first \$1,000 of health and life insurance plans. This will be codified in the Employee Handbook.

8. Resolution 2026-06, Holiday Schedule (1:28:23)

A resolution to add President's Day, Native American Day/Columbus Day, and Veteran's Day as official holiday observances.

Commissioner Brooks supports adding Christmas Eve as a holiday.

9. RFP 2026-01, Old Firehouse Architect (1:30:55)

Three options for the renovation of old firehouse.

1. Continue with previous architect, Sultan, Campbell, and Britt now that they have their license issues sorted.
2. Charles P. Johnson & Associates engineering firm, which would take 15 to 17 months to complete the project.
3. Putting out an RFP to find bids for new architects which would reset the clock.

10. Lawn Maintenance Contract (1:43:35)

Two options for lawn maintenance contracts:

1. American Landscaping contract for \$13,288 per year.
2. Shamrock contract for \$10,000 per year.

Commissioner Henderson would like a clearer contract from Shamrock. Commissioners Givens and Brooks suggest staying with Shamrock.

11. America in Bloom Renewal (1:51:11)

Winter symposium for America in Bloom will be in Alexandria in September. Should Town renew contract for \$1,700? Commission agrees that it is worth renewing.

12. Drone Flight over 3342 Bladensburg Road (1:54:39)

Ware Space contracted with Drone Drafting to fly a drone to map the rooftop of their building for the design and installation of a solar array. They need a letter of support from the Commission to request a waiver of the Federal restrictions on a one-time drone flight.

13. Memorandum of Understanding with Prince George's County Gateway Development Authority (2:02:14)

PGGDA will provide \$100,000 towards firehouse project if Memorandum of Understanding is in place.

Commissioner Wheatley wants the chair to have authority to sign off on grants so there are no unnecessary delays when a meeting of the full Commission is not possible. Commissioner Brooks thinks the Commission still needs to convene and vote on grant items. The Commission will take this week to think about what to spend the money on.

14. Chesapeake Bay Trust Award for Community Resilience (2:13:45)

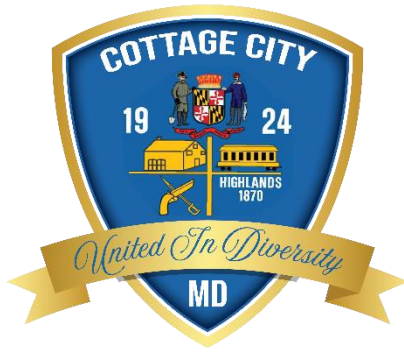
\$40,000 grant for the community garden to develop a fully functional community resilience hub, i.e. expand raised garden beds, install rainwater harvesting, install solar lighting, plant trees, purchase seeds, and workshops on gardening, composting, and emergency preparedness.

15. Ballot Initiative (2:18:42)

Commissioner Givens proposed a ballot initiative to give residents the chance to weigh in on the new Public Works staffer. He feels that two full-time staff will be able to accomplish everything that needs to be done in the town. Commissioner Brooks wants all options presented to the town.

16. Adjournment (2:38:07)

The motion to adjourn was made at 9:08 PM by Commissioner Brooks and seconded by Commissioner Wheatley. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.



March 2026 Regular Town Meeting Minutes

Tuesday, March 11, 2026, at 7:00 PM

Virtual and In-Person Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting was hosted on Zoom:

[https://us02web.zoom.us/rec/share/cwQqMALNw7dPXLXPn8QrLVM4yJxTomMU0VIhwOw - UQeGcjqv4Ryyd4XhdbI9Ck5.5fEBKeAlvWGZxq77?startTime=1773270076000](https://us02web.zoom.us/rec/share/cwQqMALNw7dPXLXPn8QrLVM4yJxTomMU0VIhwOw-UQeGcjqv4Ryyd4XhdbI9Ck5.5fEBKeAlvWGZxq77?startTime=1773270076000)

Phone: 301-715-8592 | Meeting ID: 834 4058 9894 | Passcode: Ua@cgFi7

Call to Order at 7:11 PM

Attendees

1. Ward 1 – Commissioner Salsich
2. Ward 2 – Commissioner Henderson
3. Ward 3 – Commissioner Wheatley
4. Ward 4 – Commissioner Givens
5. At-Large – Commissioner Brooks
6. John Hoatson - Town Manager
7. David Martini – Chief of Police
8. Kevin Best – Town Attorney
9. Todd Frankenfield – Town Treasurer
10. Denise Hamler – resident
11. Bill Kopecki – resident

Agenda

1. Call to Order, Roll Call, and Pledge of Allegiance (10:33)

All Commissioners are present and accounted for. Agenda item number 21 is being tabled.

2. Public Comments (12:26)

Denise Hamler updated on behalf of the Community Garden and Green Team. Bee colonies are in good shape. New metal beds have been installed using the last of the APRA funds. There is space for 32 families. Sign up is Saturday. Thank you to the town for securing the \$40,000 Chesapeake Bay Trust grant. Co-leaders for the garden are Denise Hamler, Desiree Williams, and Ben Rockey-Harris. Thank you to Diana Guespe for her previous work as co-leader.

Green Team co-leaders are Denise Hamler and John Brooks. Meetings are on the third Tuesday of the month at 6:30. All are welcome. Tree City USA designation was received again

this year, with 200 new trees being planted and invasive vines being addressed. Upcoming projects include the Climate Action Plan, more crosswalks and murals, and further addressing of invasive species. Funding requests have been submitted to the Town Manager. They have also reviewed the businesses of the commercial corridor and are looking forward to reviewing the Port Towns Sector Plan for the Gateway Corridor.

There is a meeting with Audubon Advisors on April 21 at 6:30 on how to incorporate native plantings in residents' yards.

Dueling Creek cleanup is scheduled for April 4 at 10 AM.

Bill Kopecki mentioned that there is still water coming into his yard from the alley. CPJ will come out to review.

3. Old Business – Approval of January and February Minutes (20:58)

January 6 work session, add Laura Guischart as an attendee.

January 14, add Tonya Williams as an attendee. Red light camera program brings in \$50,000 per month.

Commissioner Brooks proposed a motion to accept the January and February minutes. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

4. Old Business – Approval of January and February Financial Statements (23:25)

Savings accounts were consolidated into one operating account to save on fees.

Commissioner Brooks proposed a motion to accept the January and February financial statements. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

5. Public Safety Report (25:32)

Crime is at an all-time low in Maryland; homicides are the lowest since 1985.

In February, Cottage City had 71 calls for service, including a call about puppies in a van. Animal control said it was ok. One breaking and entering at the EZ storage facility. Three domestic calls for service, two in one location. Four loud music complaints, two noise complaints. Three of four loud music complaints and one of the two noise complaints came from the same residence on the 3700 block of 37th Place. They were served with a party letter and discussed the possible sanctions with the residents. Another loud music complaint came from 4000 Bladensburg Road and a party letter and discussion ensued.

A couple of people saw a body floating in the Anacostia River on Saturday. Prince George's County Homicide Unit is managing that case; it is a person who lived in Colmar Manor who had not been heard from. Foul play is not suspected.

Chief Martini has participated in the Black History Month event, Coffee with the Chief, and Desserts with Dave. On April 23 there will be pizza with the chief and on April 4 there will be an Easter egg hunt.

Commissioner Givens asked that parking on the sidewalk of 40th Avenue continue to be monitored.

6. **Public Works Report (33:44)**

Jorge continues to clean trash and fix areas that need attention, including the asphalt in front of Town Hall.

Some signs need to be replaced and some roads need stripes re-painted.

7. **Commissioner Reports (38:31)**

- Ward One – no report.
- Ward Two – Commissioner Henderson underscored Commissioner Givens' point about the 40th Avenue sidewalk being blocked. He also mentioned the need for more police officers and a full-time code enforcement officer. He wants to know the schedule for when officers are working. Town laptops need to be updated. He would like to see more traffic enforcement on 40th Avenue and Parkwood.
- Ward Three – Commissioner Wheatley attended a conference in Annapolis and flagged the Bladensburg Road pedestrian bridge repair to the county delegation and Lt. Governor Miller. Delegate Ivey does not think a youth transition center is slated to be put in Cottage City, but information is mixed. Thank you to the organizers of the Black History month event.
- Ward Four – Commissioner Givens suggested the former furniture store on Bladensburg Road for the transition center. He also suggests the chief use the speed monitoring unit and move the decoy car more often. He suggests putting bollards to protect the fire hydrant on Bunker Hill Road.
- At Large – Commissioner Brooks wants the County Parks and Planning Department to refresh the Cottage City park, especially as Colmar Manor has three recently updated parks. Commissioner Givens suggested looking for grants for soccer goals. There is already a plan for the park to be updated, including a soccer field and a walking track. John O' Connor will look for grants.

8. **Old Business – FY27 Budget Presentation (1:00:55)**

The town has approximately \$2 million in reserves, which is about six months of expenditures, three times the suggested minimum. Town Treasurer suggested a break-even budget for FY27.

Commissioner Henderson asked several clarifying questions which were answered by the Town Treasurer and Town Manager.

Further conversation on food share program that should be taken to December 2026. No food pantry, no summer camp.

Red light and stop light camera revenues are in the budget. Spending has been better controlled owing to better oversight.

9. **Old Business – Resolution 2026-03 (1:23:47)**

Resolution of the Commission to adopt a language access plan in order to receive \$62,000 reimbursement from the USDA for the purchase of a police cruiser.

Commissioner Givens proposed a motion to enact the resolution. Commissioner Brooks seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

10. Old Business – Resolution 2026-04 (1:27:31)

Resolution of the Commission to grant permission to Prince George's County Department of the Environment to design, survey, locate utilities, test soil, locate and plant trees, and perform other duties in connection with the installation and establishment of a variety of native trees and plants in Cottage City.

Commissioner Brooks proposed a motion to enact the resolution. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

11. Old Business – Resolution 2026-05 (1:29:39)

Resolution of the Commission to approve a town health and life insurance policy for employees. First \$1,000 will be paid by the town, the rest to be covered by the employee. All employees covered by a \$50,000 life insurance policy.

Commissioner Givens proposed a motion to enact the resolution. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

12. Old Business – Resolution 2026-06 (1:32:21)

Resolution of the Commission to include President's Day, Native American Day, and Veterans Day, Christmas Eve, and Inauguration Day as official holiday observances.

Commissioner Brooks proposed a motion to enact the resolution. Commissioner Givens seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

13. Old Business – Lawn Maintenance Contract (1:34:02)

American Landscaping is licensed but it seems that Shamrock Lawn Maintenance is not on the Maryland official registry of licensed landscaping businesses allowed to fertilize and apply weed control.

Discussion tabled.

14. Old Business – America in Bloom (1:38:51)

Town plans to implement their recommendations. To renew the America in Bloom membership is \$1,700 with a 20% discount making it \$1,360. There's a separate lodging fee when they come to assess the town.

Commissioner Henderson proposed a motion to renew the America in Bloom contract for \$1,700. Commissioner Brooks seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

15. Old Business – Letter of Support for Drone Flight (1:42:11)

Supporting Warespace's plan to have a drone fly over their building to help them implement a solar panel system.

Commissioner Brooks proposed a motion to send a letter of support a drone flight over 3342 Bladensburg Road. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

16. Old Business – Old Firehouse (1:44:20)

CPJ's proposal is \$235,000 for design, bidding, and administration. Information can be discussed at the April work session. This needs to get underway or the state will pull back the grant money.

Discussion tabled.

17. New Business – Resolution 2026-07 (1:52:06)

Resolution of the Commission in support of Maryland HB1142 establishing a task force to modernize county and municipal revenue sources.

Commissioner Henderson proposed a motion to enact the resolution. Commissioner Brooks seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

18. New Business – Resolution 2026-07 (1:55:13)

Resolution of the Commission to accept a gun violence reduction grant from the Maryland Governor's Office of Crime Control and Policy. It is \$15,000 and would be applied to law enforcement overtime and associated fringe benefits to reduce gun crime.

Commissioner Brooks proposed a motion to enact the resolution. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

19. New Business – Volunteer Agreement with Joseph Mayo (1:55:13)

His responsibilities are to operate the town shuttle and other town vehicles and assist with share food program. He is a volunteer with no compensation. Commissioner Givens noted that volunteers are entitled to free lunch.

Commissioner Brooks proposed a motion to adopt the volunteer agreement. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

20. New Business – Performance Review Evaluation Form (2:02:34)

New evaluation form for rating employee performance. Commissioner Henderson proposes separating administrative from public works. Commissioner Wheatley proposes a field for the Commission to review the Town Manager. This is effective May 1.

Commissioner Brooks proposed a motion to adopt the employee performance evaluation form. Commissioner Givens seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes with no nays or abstentions.

21. Town Manager Update (2:10:10)

- Easter Egg Hunt – April 4
- Candidate Information Night – April 18
- Pizza with the Chief – April 23
- Election – May 4
- Thank you to the election supervisors, Angela Jenkins, Frederick Hill, Richard Anderson, and Demetrius Ramsey.
- Drug disposal event is April 24.

22. Public Comment (2:17:00)

Bill Kopecki wants a list of disturbances from neighbors that Chief Martini mentioned earlier. It will be put in the newsletter.

23. Move to a Closed Session (2:18:46)

Closed session proposed to be able to discuss personnel matters under Article 3-305 (b), to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction, any other personnel matter that affects one or more specific individuals, to consult with attorney to obtain legal advice, and with staff or consultants or other individuals about pending or potential litigation.

The motion to move to a closed session was made at 9:20 PM by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.

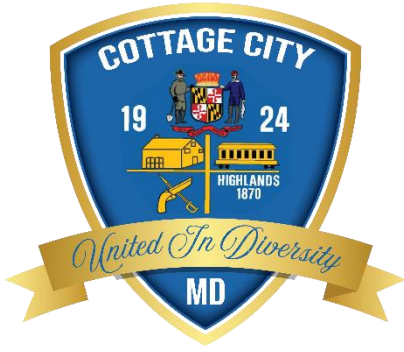
24. Report From Closed Session (2:20:22)

Town Commission, Town Manager, and Town Attorney had a discussion regarding commission teamwork.

25. Adjournment (2:21:06)

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

The motion to adjourn was made at 10:19 PM by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Aye, Henderson-Aye, Wheatley-Absent, Givens-Absent, Brooks-Aye. Motion passes without nays or abstentions.



Special Called Meeting Minutes

Friday, March 27, 2026, at 6:00 PM

Zoom Only

3820 40th Avenue Cottage City, Maryland 20722

This meeting was hosted on Zoom:

https://us02web.zoom.us/rec/share/8XzTmjisH6bjL5ES_MuzJThnkMAZO_fMv_UWbO_LEaRTBJwRr5VenpTxwRW4VvbH.0a2HxG-1iQELLw8y?startTime=1774648840000

Phone: 301-715-8592 | Meeting ID: 836 6966 2453 | Passcode: Q+u5@1yp

Attendees

1. Ward 2 – Commissioner Henderson
2. Ward 3 – Commissioner Wheatley
3. Ward 4 – Commissioner Givens
4. At-Large – Commissioner Brooks
5. Town Manager – John Hoatson
6. Chief of Police – David Martini
7. Tom Campos – resident
8. Don Flanders – resident
9. Amy Sawyer – resident
10. Zadia Gomez – resident

Agenda

1. Call to Order and Roll Call (0:26)

All Commissioners except for Ward 1 Commissioner Salsich are present and accounted for.

2. Public Comments (1:15)

None.

3. **Motion to Suspend the Rules (1:59)**

The motion to suspend the rules was made by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Aye, and Brooks-Aye. Motion passes with no nays, no abstentions, and one absence.

4. **Motion to Suspend the Competitive Bidding Process (2:59)**

The motion to suspend the rules was made by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Aye, and Brooks-Aye. Motion passes with no nays, no abstentions, and one absence.

5. **Review of Private Security Company Proposals (3:52)**

Cottage City has had several car thefts and attempted car thefts in the past couple of months and an uptick in the past couple of weeks. While Chief Martini is trying to rebuild the Police Department, the Commission is considering a quicker temporary solution to have a security presence in town.

In order to have 24-hour coverage in town the police department would need at least five officers, and maybe 6.

Commissioner Henderson stated the need for 24-hour coverage and the usefulness of being able to ticket cars on nights and weekends. Commissioner Wheatley agrees but notes that a security company couldn't give out parking tickets. Commissioner Givens notes that this would be good for now and can always be adjusted later. Commissioner Brooks noted that private security can still call 9-1-1 in case of emergency or active crime.

Commissioner Givens' car has been broken into, and Commissioner Wheatley's car was stolen. Tom Campos' neighbor's car was stolen and he is grateful for the immediate attention to getting something done. Amy Sawyer is concerned that people will be panicky if they see additional enforcement and wants information to go out to the town about who the additional security officers will be.

Proposals have come in from Blue Line Security Services, Harkin Security Services, and Last Watch Security Services. Blue Line has bilingual officers which would be useful. Commissioner Givens noted that the security officers would probably not have much interaction with the public and as such Last Watch is the most cost effective and has his support, despite some information missing from their proposal.

Resident Zadia Gomez suggested waiting for Tetrad to bid as they already patrol Fort Lincoln. Resident Don Flanders sent a note saying that private security is not useful enough and wants a fully funded police department that can patrol.

Chief Martini noted that crime was not actually that high and most crimes are crimes of opportunity that could be prevented if residents took security precautions.

The motion to move forward with Last Watch Security Services at a yearly cost of \$90,520 for seven day a week conference from 11 PM to 7 AM contingent on them having proper licensing and providing overtime rates, if applicable, was made by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Aye, and Brooks-Aye. Motion passes with no nays, no abstentions, and one absence.

6. Job Announcement for Police Officer Position (58:20)

Job announcement was drafted by Chief Martini and vetted through Town Attorney Kevin Best. The idea is to have four officers plus the chief, which means that three more officers need to be hired. Their rank and pay would depend on their experience. Commissioner Givens wants to make sure community policing is referred to in the announcement.

The motion to move approve the job posting language with the flexibility to change the language to make it more attractive was made by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Aye, and Brooks-Aye. Motion passes with no nays, no abstentions, and one absence.

7. Town Manager Updates (1:07:42)

CSX will be assessing and removing trees on the 4000 block of Cottage Terrace on April 3. Easter Egg Hunt is April 4 from 11 to 1. Election nomination forms are due April 6; the election will be May 4. Having petitions notarized is not required.

8. Adjournment (7:40)

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

The motion to adjourn was made at 7:17 PM by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Absent, Henderson-Aye, Wheatley-Aye, Givens-Aye, and Brooks-Aye. Motion passes with no nays, no abstentions, and one absence.

Town of Cottage City

Item # 17.

Balance Sheet

As of March 31, 2026

	TOTAL	
	AS OF MAR 31, 2026	AS OF MAR 31, 2025 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	0.00	303,165.98
1010 Savings - Capital One	5,197.91	5,191.53
1014 US Bank x5954	12,575.00	12,800.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	771,949.00	740,647.39
1060 Truist MM x4603	0.00	101,956.15
1061 Truist Operating Checking x1118	1,520,447.32	550,754.17
1062 Truist Public Fund Checking x6369	0.00	178.46
1065 Capital One CD	99,302.97	98,967.97
1071 Bill.com Money In Clearing	120.54	
1072 Bill.com Money Out Clearing	-168.06	1,839.00
Total Bank Accounts	\$2,409,890.71	\$1,815,966.68
Accounts Receivable	\$174,591.35	\$102,427.40
Other Current Assets	\$88,025.00	\$55,667.00
Total Current Assets	\$2,672,507.06	\$1,974,061.08
TOTAL ASSETS	\$2,672,507.06	\$1,974,061.08
LIABILITIES AND EQUITY	\$2,672,507.06	\$1,974,061.08

Town of Cottage City

Item # 17.

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

July 2025 - March 2026

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential	464,292.26	466,257.00
4006 Real Estate Taxes - Commercial	384,905.01	402,087.00
4015 Personal Property Taxes	95,722.61	40,000.00
4025 Income Tax	116,972.08	105,000.00
4030 Highway User Tax	35,289.91	54,311.00
4035 Fines & Forfeitures	93,609.63	8,000.00
4040 Speed Camera Fines	381,036.67	300,000.00
4041 Speed Camera Fees	131,561.34	
4042 Red Light Camera Fines	262,757.44	50,000.00
4043 Red Light Camera Fees	140,832.95	
4055 Franchise Fees (Cable TV)	8,051.07	18,000.00
4065 Licenses - Town	2,390.31	7,000.00
4085 Police Aid	16,284.70	26,550.00
4095 Interest Income	28,603.44	25,000.00
4102 Town Hall Rental	3,950.00	1,800.00
4107.1 Donations	4,022.55	3,000.00
4200 Miscellaneous	4,690.00	
Total 4000 Operating Revenue	2,174,971.97	1,507,005.00
4106.5 Grant Revenue		
41040 Bond Bill		500,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00
4120 CDBG Grant - Infrastructure	400,815.22	400,815.00
4129 Chesapeake Bay Trust - Senior	63,000.00	
4130 Cable - PEG - Broadcast Equip.		10,570.00
4141 MD DHCH - NED Grant		185,000.00
4144 Fed-Stormwater		670,000.00
Total 4106.5 Grant Revenue	463,815.22	1,911,385.00
4201 Appropriated from Fund Balance		1,582,200.00
4202 Appropriated from Fund Balance ARPA		128,345.00
Total Income	\$2,638,787.19	\$5,128,935.00
GROSS PROFIT	\$2,638,787.19	\$5,128,935.00
Expenses		
5000 General Government		
5005 Salaries	151,292.64	165,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	26,244.00	35,000.00
Total 5005 Salaries	177,536.64	202,500.00
5015 Payroll Taxes	13,848.79	16,200.00
5025 Health Insurance	11,754.19	14,000.00

Town of Cottage City

Item # 17.

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

July 2025 - March 2026

	TOTAL	
	ACTUAL	BUDGET
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	15,147.00	1,700.00
5037 Unemployment Benefits	23,781.91	
5040 Audit Fee	11,205.70	14,500.00
5065 Community Enhancement		
5065.10 Newsletter	5,876.54	1,000.00
5065.2 Port Towns CDC		15,000.00
5065.3 End Time Harvest Ministries	2,500.00	2,000.00
5065.4 Cottage City Scholarship	2,500.00	2,500.00
5065.5 Anacostia Watershed Donation		1,000.00
5065.6 Contribution to ATHA		1,000.00
5065.7 Fire Dept. Donation	1,000.00	1,000.00
5065.71 Green Team	77.22	1,200.00
5065.73 Food Pantry		5,000.00
5065.9 Summer Camp		900.00
Total 5065 Community Enhancement	11,953.76	30,600.00
5070 Community Garden	1,809.57	3,500.00
5071 Community Garden - 24 ARPA	343.28	11,448.00
5085 Contractual Services (Accounting Fees)	26,897.50	44,000.00
5086 Cell Phone	3,058.42	1,500.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses	15.00	1,200.00
5100 Insurance - Gen. & Public Offic	2,994.00	4,000.00
5107 IT Support	18,318.40	17,000.00
5115 Legal Fees	47,419.48	40,000.00
5120 Miscellaneous	1,153.22	2,000.00
5125 Membership Dues	3,954.00	4,000.00
5130 Commissioner Municipal Convention & Conf.	4,466.99	14,700.00
5135 Office Expense	28,541.24	31,000.00
5140 Printing & Legal Ads	140.00	1,000.00
5150 Special Events		
5150.11 Adult Mixer	491.55	500.00
5150.12 English Classes	1,000.00	2,000.00
5150.13 Black History Month	1,446.21	800.00
5150.14 Hispanic Heritage Month		800.00
5150.16 Native American Heritage Event		600.00
5150.18 Port Towns Legislative Dinner		300.00
5150.2 Easter Egg Hunt	384.53	800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00
5150.22 Juneteenth		300.00
5150.23 Events Signage		4,000.00
5150.24 Holiday Giveaways	2,101.06	3,000.00
5150.3 Cottage City Day	10,989.67	5,000.00

Town of Cottage City

Item # 17.

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

July 2025 - March 2026

	TOTAL	
	ACTUAL	BUDGET
5150.4 Halloween	1,143.17	750.00
5150.5 Breakfast with Santa	869.16	1,400.00
5150.7 Refreshments	7,097.33	1,000.00
5150.8 Senior Harvest Dinner	500.00	500.00
Total 5150 Special Events	26,022.68	21,850.00
5160 Town Communications	125.32	8,000.00
5165 Town Hall Maintenance & Repairs	15,233.77	12,000.00
5170 Town Hall Utilities	29,433.51	34,420.00
5175 Staff Training	5,548.89	4,000.00
5196 Website Hosting	12,730.30	5,200.00
Total 5000 General Government	494,428.56	549,318.00
5200 Public Works		
5205 Salaries	45,148.50	54,080.00
5210 Payroll Taxes	3,453.86	4,326.00
5211 Health Insurance	354.90	
5215 Workers Comp Ins.	13,665.18	
5230 Equipment Maint & Operating Exp	23,258.26	25,000.00
5232 Gasoline	5,377.80	8,000.00
5235 Highway Lighting	2,514.71	24,000.00
5237 MML & Training Expenses	833.00	
5260 Roadway/Sidewalk Const. Maint. & Supplies	2,670.24	7,500.00
5271 Maintenance	28,933.42	35,000.00
5272 Tree Maintenance		10,000.00
5285 Vehicle Insurance		3,500.00
5305 Dumping Fees	13.25	2,400.00
5315 Mosquito Control		2,300.00
5320 Waste Collection & Disposal	102,399.77	121,643.00
Total 5200 Public Works	228,622.89	297,749.00
5400 Police Department		
5405 Salaries	127,490.08	380,783.00
5406 Overtime		10,000.00
Total 5405 Salaries	127,490.08	390,783.00
5415 Payroll Taxes	11,021.44	23,447.00
5425 Health Insurance	27,283.74	53,817.00
5430 Retirement		17,500.00
5435 Workers Comp Ins.	37,002.82	30,000.00
5440 Applicant Screening & Shots	565.00	1,000.00
5445 Auto Insurance	29,424.00	25,000.00
5485 National Night Out	112.00	1,000.00
5490 Office Expense & Operating Cost	12,081.68	12,000.00
5495 Police Liability Insurance	10,746.00	12,500.00
5500 Police Supplies	250.00	2,000.00
5505 Training	1,748.43	6,000.00

Town of Cottage City

Item # 17.

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

July 2025 - March 2026

	TOTAL	
	ACTUAL	BUDGET
5506 Training - Police Chief	1,248.26	6,000.00
5515 Uniforms & Accessories	1,723.13	8,000.00
5520 Vehicle Operation & Maintenance	21,619.31	10,000.00
5525 Gasoline - PD	2,815.82	18,000.00
5534 Police Community Outreach	6,291.30	8,000.00
5537 Lexipol Law Enforcement	456.40	5,000.00
5538 Police Explorer Program		5,000.00
5539 SilverTrac		11,000.00
5540 Axion Tasers	3,689.14	4,000.00
5541 In Car Camera Upgrades	2,388.42	2,700.00
5542 Lefta System		3,000.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program Fees	140,832.95	
5600 Speed Camera		
5600.1 Salaries		107,000.00
5600.2 Benefits		26,400.00
5600.3 Other Costs		35,200.00
5600.4 Vehicles		12,100.00
5600.5 Speed Camera Vendor Fees	131,521.34	
Total 5600 Speed Camera	131,521.34	180,700.00
Total 5400 Police Department	570,311.26	655,747.00
6000 Grant Expenditures		
6002 MD DHCD - NED Grant		185,000.00
6010 CDBG Grant - Infrastructure	374,780.72	400,815.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6021 Cable - PEG - Broadcast Equip	4,805.00	10,570.00
6044 Fed-Stormwater		670,000.00
6052 Bond Bill Expenses Firehouse	1,200.00	500,000.00
6054 ARPA Grant Expense		
6054.1 Family Relief Program	15,675.02	26,200.00
6054.15 ARPA Food Bank	14,417.55	15,000.00
6054.7 Grant Writer Salary	52,118.07	68,700.00
6054.8 Grant Writer Fringe	727.75	24,250.00
Total 6054 ARPA Grant Expense	82,938.39	134,150.00
Total 6000 Grant Expenditures	463,724.11	2,090,535.00
6500 Capital Outlays		
6501 General Government Capital Outlays		
6507 Town Hall Improvements	6,096.00	45,000.00
6511 Maryland Heritage Authority Match (MHAA)		90,000.00
6512 Maryland Historical Trust Match (MHT)		66,700.00
Total 6501 General Government Capital Outlays	6,096.00	201,700.00

Town of Cottage City

Item # 17.

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

July 2025 - March 2026

	TOTAL	
	ACTUAL	BUDGET
6600 Public Works Capital Outlays		
6607 PW New Equipment	18,912.00	25,500.00
Total 6600 Public Works Capital Outlays	18,912.00	25,500.00
Total 6500 Capital Outlays	25,008.00	227,200.00
Total Expenses	\$1,782,094.82	\$3,820,549.00
NET OPERATING INCOME	\$856,692.37	\$1,308,386.00
NET INCOME	\$856,692.37	\$1,308,386.00

COTTAGE CITY POLICE DEPARTMENT

Monthly Report



March 2026

“To Protect and Serve”

CHIEF OF POLICE

COTTAGE CITY POLICE DEPARTMENT

Calls Handled

March

911 DISCONNECT	18
ACCIDENT	3
ANIMAL COMPLAINT	2
ANIMAL COMPLAINT COMBINED	1
ATT SUICIDE COMBINED	1
BREAK IN REPORT	1
CHECK WELFARE COMBINED	3
CHECK WELFARE VIOLEN	2
DISORDERLY	5
DOMESTIC	1
FAMILY DISPUTE	1
FRAUD	1
HIT AND RUN	2
IMPOUND	1
LOUD MUSIC COMPLAINT	7
MISC POLICE INCIDENT	8
NOISE COMPLAINT	1
NOTIFICATION	1
PARTY COMPLAINT	1
PEDESTRIAN STRUCK	3
PREMISE CHECK	14
PROPERTY ALARM COMMERCIAL	2
RESIDENTIAL PANIC ALARM	1
SEXUAL ASALT REPORT	1
STOLEN VEH	3
SUSPICIOUS AUTO	3
SUSPICIOUS PERSON	1
THEFT REPORT	1
TRAFFIC COMPLAINT	1
UNKNOWN TROUBLE	5
VANDALISM	1
Total	96

COTTAGE CITY POLICE DEPARTMENT

UPDATES

Blue Light Nights Enforcement Initiative

March 20, 2026 – March 21, 2026

Prince George's County Police Crime Initiative

Municipalities

State's Attorney's Office

Operation Community Shield

Prince George's County Police

Grant Funded Deployment in the County

Organized Retail Theft

Prince George's County Police Task Force

Combined Efforts with other Agencies and Jurisdictions

State's Attorney's Office

Vehicle Theft from Auto

It has been brought to my attention that our neighboring communities have recently experienced a significant surge in vehicle break-ins.

-16 vehicles were targeted in the Town of Berwyn Heights

-15 vehicles were targeted in the Town of Mount Rainier

-goal of the suspects was the theft of vehicle airbags

- The vehicles most frequently targeted are **Hondas** and **Toyotas**.

Based on the nature of these crimes, it appears to be an organized group moving through different jurisdictions

COTTAGE CITY POLICE DEPARTMENT

EVENTS

February:

- Black History Event
2/21/26
- Coffee with the Chief
2/26/26

March:

- Desserts with the Chief
3/5/26

April:

- Easter Extravaganza
April 4, 2026

Upcoming Events:

- Pizza with the Chief
April 23, 2026
- Cottage City Day Planning
April 29, 2026
- National Night Out (NNO)
August 4, 2026
- Cottage City Day
August 15, 2026

COTTAGE CITY POLICE DEPARTMENT

TRAINING/MEETINGS

February:

- Police Chief's Association of Prince George's County, Maryland
February 24, 2026
Chief D. Martini

March:

- National Incident-Based Reporting System (NIBRS)
March 11, 2026 – March 12, 2026
Clerk J. Davila-Bernal
- Maryland Chiefs of Police Association
March 11, 2026
Chief D. Martini
- Hidden Impact of Report Writing Efficiency
March 12, 2026
Corporal D. Thompson
- Police Chief's Association of Prince George's County, Maryland
March 24, 2026
Chief D. Martini
- NCIC CJIS Recertification Class
March 31, 2026
Corporal D. Thompson

Upcoming Training:

- MML-PEA Training Conference
Chief's In-Service
April 13, 2026 – April 16, 2026
Chief D. Martini
- Police Chief's Association of Prince George's County, Maryland
April 28, 2026
Chief D. Martini

SHAMROCK LAWN MAINTENANCE
PO BOX 703
Glenn Dale, MD 20769
PROPOSAL

<u>Submitted to:</u> Town of Cottage City	<u>Work to be performed at:</u> Town Hall and Town Common areas and Town maintained properties
--	--

We hereby propose to perform the following:

Town Hall(AREA 1):

Grass Cutting:

Minimum of Twenty-six (26) grass cuttings at 3-3.5" per season of property, includes line trimming and clean-up of trash and debris. Cutting approximately every 7-12 days (April-December).

**Lawns areas will not be serviced during extremely dry conditions if this will cause damage to turf areas crews will still visit and ensure all edges, trimming and beds and lawns are clean from debris and trash.

Twelve (12)- Eighteen(18) Stick-edgings of all curbs and sidewalks and clean up

Trash and Debris cleaned before and after each mowing.

Spring Mulching and Clean-up

One (1) full spring clean-up of leaves, debris and trash.

Shrub Trimming and Tree pruning

Spring Cleaning includes trim back perennials, edging, weeding and mulching of all mulched areas. 2" Shredded hardwood dyed black mulch applied. Chemical weed barrier applied to beds AKA Preen

Weed Control/Fertilizer:

Two(2) spring pre-emergent weed and crabgrass control.

Three (3) Summer post emergent and broadleaf weed control application to lawns.

One (1) Fall pelletized lime and winter feed Application.

Minimum Four (4) Sprayings of unwanted weeds/grass in mulch beds, sidewalks parking lots and drive areas. (as needed)

****All pesticide and fertilizer applications will be performed by Marty Mows/Marty Grows a MDA licensed applicator PFA1821, MDA-F 1042**

Indemnification:

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the Town of Cottage City, its Commissioners, officers, officials, employees, agents, and representatives (collectively, the "Town Indemnitees") from and against any and all claims, demands, suits, actions, liabilities, damages, losses, judgments, fines, penalties, costs, and expenses (including reasonable attorneys' fees and court costs) arising out of or in any way connected with:

(a) the performance or non-performance of fertilizer or pesticide applications by Contractor or its subcontractor Marty Mows; (b) any violation of Maryland Department of Agriculture regulations, federal or state environmental laws, or product label instructions related to the applications; (c) any alleged or actual property damage, personal injury, environmental contamination, runoff, drift, or nuisance claims resulting from the applications; or (d) any misrepresentation regarding licensing or qualifications for these services.

This indemnification obligation shall survive the expiration or termination of the Contract. Contractor's obligations under this section shall not be limited by the existence of any insurance coverage. Nothing in this section shall be construed to require indemnification for the sole negligence or willful misconduct of the Town Indemnitees.

Fall Clean up: One (1) fall shrub trimming, grasses and perennials cut back and cleaned.

LEAF CLEAN-UP: Leaf clean-ups will be performed as needed and on-going throughout fall and as needed during winter. Minimum of five (5) leaf clean-ups.

Shrub and Tree Care: Shrubs and perennials will be cleaned and cut back as needed during growing months.

Trees: Low growth and suckers will be trimmed back as needed.

Trees and shrubs: will be fertilized during Spring clean-up/Mulching.

Aeration/Seeding: Fall core aeration and over-seeding will be performed 3 lbs of fine tall fescue(no contractor grade) seed per 1000 Square feet. Thatch cleaned raked and removed as needed.

Winter visits: Visits will be performed two times per month December through March to clean-up leaves, trash debris etc to ensure a tidy off season appearance. (Weather Permitting)

AREAS 2-9(Town Maintained Areas):

Grass Cutting:

Minimum of Twenty-six (26) grass cuttings at 3-3.5" per season of property, includes line trimming and clean-up of trash and debris. Cutting approximately every 7-12 days (April-December).

Twelve (12) Stick-edgings of all curbs and sidewalks(where Required).

Trash and Debris cleaned before and after each mowing.

Leaf clean up as needed cleaned through December.

Winter visits: Visits will be performed two times per month December through March to clean up leaves, trash and debris etc. (Weather Permitting)

All material is guaranteed to be performed as specified, and in accordance for the specifications submitted for the above work, and completed in a substantial workmanlike manner for the sum of **\$10,000.00 per year**, with payments to be made as follows: Twelve(12) **payments of \$833.33 per month** . 3/1/26 through 3/31/27.

Respectfully Submitted: George Rogers, Owner, Shamrock Lawn Maintenance

Any alteration or deviation from above specifications involving extra costs will be executed upon written or verbal order, will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents and delays beyond our control. Liability Insurance carried through Nationwide Mutual Insurance Co.

ACCEPTANCE OF PROPOSAL

The above prices and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

DATE_____

Signature/Title_____



American Landscaping Inc.

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

Item # 25.

CONTRACT #2512012

December 1, 2025

Town of Cottage City
c/o Mr. John Hoatson
3820 40th Avenue
Cottage City, Md. 20722

Properties:
Various Addresses

301 779-2161

GROUND MAINTENANCE CONTRACT

I. General Support Specifications

Work shall include all labor, materials, equipment, and supplies necessary to maintain areas listed in accord with our service schedule set forth below, and in a condition agreeably suitable to the approving agent and the contractor during the contract period.

Area 1 includes all listed services.
Areas 2 through 9 include II A 1-3 only.

Areas:

1. Area around and in front of Town Hall
2. Common areas on Cottage Terrace
3. Garden area and area at dead end
4. Small lot across street from 3709 38th Street
5. Cottage Terrace and 38th Street (old fire house) along walk and hill
6. Area from 3705 Cottage Terrace up to stop sign at 38th Street
7. Triangle bump-out on Bladensburg Road
8. Path at railroad tracks up to stop sign at 38th Street.
9. 3813 Cottage Terrace

II. Maintenance Specifications

A. Lawn Areas

- 1) Lawn areas are to be mowed at a maximum height of 3" to 3 1/2" and maintained at this height throughout the season. Mowing shall be performed every 6-14 days as weather conditions dictate. Police property and pick up all light trash prior to mowing.
- 2) In conjunction with mowing, trimming shall be performed around building, trees, fences, etc. where mowers won't reach
- 3) Sweep all hard surfaces free of grass clippings following each mowing.

- 4) Weed flowerbeds around Town Hall of major weeds in-conjunction with mowing services. Remove any trash and debris from beds.

B. Sidewalks and Curbs

- 1) Edge all accessible sidewalks once each month in conjunction with mowing visits. Resulting debris from edging shall be removed from site.
- 2) Spray weed killer in cracks in sidewalks, driveways, etc. four times during the contract period.

C. Shrubbery

- 1) Trim all shrubs two times during the contract period to maintain shape.
- 2) Mulch all existing tree and shrub beds with a minimum of 2" shredded hardwood black dyed mulch once during the contract period. All beds will be edged to define prior to mulching. Apply Preen to beds to help control weed growth.

D. Lawn Treatments: Required Pesticide License #2008, Professional Fertilizer License MDA-F 0877

- 1) Apply crabgrass pre-emergent control and fertilizer to lawn areas in the spring to help control crabgrass and apply Nutrients.
- 2) Fertilize entire lawn twice in the fall based on soil analysis.
- 3) Apply broadleaf weed control to lawn area three times during the contract period to help control broadleaf weeds.
- 4) Take soil analysis to determine fertilizer requirements as required by Nutrient Management Laws. Test will also give lime recommendations. Test is good for three years.

E. General Clean Up

- 1) Spring clean-up. Clean leaves and small sticks from lawn and beds prior to first mowing when possible and in conjunction with mulching. Cut back grasses and perennials.

AMERICAN LANDSCAPING INC.

CONTRACT #2512012 - TOWN OF COTTAGE CITY

PAGE 3 OF 4

F. Insects and Disease

Price to be based at \$70.00 per hour for application plus chemicals. \$105.00 minimum labor charge. Property will be inspected regularly. If there are any problems detected, property manager will be notified to obtain authorization for any treatment.

III. Notices and License Information and agreements

The estimated start date is based on the maintenance items you select. Work will be performed accordingly over the contract period at the appropriate times.

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 to be completed in a workmanlike manner according to standard practices. All material is guaranteed to be as specified. All agreements are contingent upon material availability and delays beyond our control. We are not responsible for damage to underground wiring, piping, or shallow cable wiring that is not marked because it is impossible to see what is underground. We will exercise all care to prevent such damage. If we see that we have damaged any wiring or pipes, then we will leave the area exposed and notify customer. Once the repair has been made by others we will return to fill in the area if needed.

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

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

State of Maryland Construction and Traders License #15345219.

Professional Fertilizer License #MDA F-0877

Our workers are covered by Workman's Compensation Insurance.

We carry General Liability and Automobile Insurance.

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

This proposal may be withdrawn if not accepted within 30 days.

TO ACCEPT RETURN ONE SIGNED AND DATED COPY OF THIS CONTRACT WITH DEPOSIT IF REQUIRED.

Please read all specifications thoroughly. If there is anything you wanted done that is not listed please ask for a revised proposal that specifically states the work you want included. Do not sign the proposal if the work listed is in any way different from what you want. If this proposal was based on a drive by and an estimator did not meet you on site directly then we will only be bound by the boundaries and above specifications that we believed were to be included in this contract.

AMERICAN LANDSCAPING INC.

CONTRACT #2512012 – TOWN OF COTTAGE CITY

PAGE 4 OF 4

IV. MAINTENANCE PRICE SCHEDULE

Service	Price Each	Approx. per Season	Yearly	Accept
II A 1-3 Mowing	370.00	24	8,880.00	
II A 4 Weeding	15.00	24	360.00	
II B 1 Edging	10.00	7	70.00	
II B 2 Hard Surfaces - Weed Control	35.00	4	140.00	
II C 1 Shrub Trimming	675.00	2	1,350.00	
II C 2 Edge and Mulch	1682.00	1	1,682.00	
II D 1 Crabgrass Control & Fertilizer	170.00	1	170.00	
II D 2 Lawn Fertilizer	148.00	2	296.00	
II D 3 Broadleaf Weed Control	106.00	3	318.00	
II D 4 Soil test	22.00	1	22.00	
II E 1 Spring Clean-Up	Included	1	included	
II F Insect & Disease		As needed		
If all items are accepted Total Estimated Annual Charges			13,288.00	

NOTE: NUMBER OF MOWINGS WILL BE DETERMINED BY WEATHER CONDITIONS.

INITIAL BESIDE EACH ITEM YOU DESIRED TO HAVE INCLUDED.

IF CONTRACT IS SIGNED WITHOUT ITEMS BEING INITIALED IT WILL BE CONSIDERED THAT ALL ITEMS ARE BEING ACCEPTED.

QUANTITIES LISTED CAN BE ADJUSTED BASED ON SEASONAL CONDITIONS

*ITEMS ARE BASED ON DOING IN CONJUNCTION WITH OTHER WORK.

A FUEL SURCHARGE MAY BE ADDED IF FUEL PRICES EXCEED \$4.00 PER GALLON.

V. CONTRACT AGREEMENT

Contract shall begin February 15, 2026 and continue through December 20, 2026

Completed work will be billed once monthly and payable net 20 days.

Eleven or twelve equal monthly payments can be made if desired.

A service charge of 2% per month will be added to overdue invoices.

Contract may be cancelled with 20 days written notice.

Via E-Mail 12/1/2025
 KAREN MARTINS, PRESIDENT DATE

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

AUTHORIZED ACCEPTANCE PRINT NAME DATE

TITLE



March 11, 2026

Town Commission and Town Manager
Town of Cottage City
3820 40th Avenue
Cottage City, Maryland 20722

Attn: John Hoatson, Town Manager

RE: Old Firehouse Project - A/E Services Proposal

Dear Commissioners and Town Manager:

On behalf of Charles P. Johnson & Associates, Inc. (CPJ), we are pleased to submit this high-level proposal to provide design, bidding, and construction management services for the Old Firehouse Project in Cottage City. This proposal is intended to outline our understanding of the anticipated professional services and associated fees based on currently available information and recent correspondence with the Town.

CPJ will serve as the Prime Consultant and will lead a multidisciplinary team of qualified subconsultants providing architectural, structural, mechanical, electrical, plumbing (MEP), building permitting services, and construction administration. Our team has extensive experience delivering renovation and adaptive reuse projects for municipal clients, particularly involving older facilities where early coordination, clear documentation, and disciplined construction oversight are critical to project success.

Project Understanding and Approach

Based on our current understanding, this engagement is being conveyed as a high-level proposal and has been developed without the opportunity for the full consultant team to conduct field inspections of the existing firehouse. As such, our scope and fee reflect this limitation. Upon issuance of a Notice to Proceed (NTP), CPJ's immediate priority will be to authorize the structural engineer to perform an on-site inspection of the existing building to assess structural conditions and inform subsequent design decisions. This early effort is critical to validating assumptions and managing project risk.

Throughout the design and construction phases, CPJ will act as the Town's representative, coordinating consultant activities, supporting procurement, and providing construction phase services to help ensure the project is delivered in conformance with the approved documents, budget, and schedule.

Scope of Services (High-Level)

Our anticipated scope includes the following major phases:

Design Services

- Coordination and management of architectural, structural, and MEP subconsultants
- Development of design and construction documents suitable for bidding
- Ongoing coordination with the Town to confirm scope, priorities, and constraints

Bidding Services

- Support during contractor procurement
- Responses to bidder questions and addenda coordination, as needed

Construction Management / Construction Administration Services

- Construction phase administration and coordination
- Review of submittals, RFIs, and pay applications
- Periodic site visits and progress meetings
- Support through substantial completion and project closeout

Fee Summary

Based on the above understanding, CPJ proposes the following **lump-sum fee structure**:

Phase	Fee
Design Services	\$150,000
Bidding Services	\$10,000
Construction Administration Services	\$75,000
Total Fee	\$235,000

Work requested which is not covered under this or subsequent proposals and/or shown as time basis items shall be undertaken at the following approved hourly rates.

Time Basis Hourly Rates

Title	Rate
Executive	\$300.00
Principal / Division Manager	\$250.00
Sr. Project Manager	\$200.00
Sr. Designer II	\$185.00
Sr. Designer I / Sr. Inspector	\$160.00
Designer / Inspector	\$140.00
CAD Technician	\$125.00
Administrative	\$90.00

This proposal assumes a conventional construction administration role and does not include full-time, on-site inspection unless specifically authorized by the Town through a separate agreement or amendment.

Assumptions and Limitations

1. This proposal is conceptual and high-level, based on limited existing condition information.
2. Full field investigation by all disciplines is not included prior to NTP.
3. Structural inspection will be prioritized immediately upon NTP.
4. Significant scope changes, unforeseen conditions, or expanded services may require fee adjustment.
5. Permitting and agency review durations are subject to third-party review timelines.

CPJ appreciates the opportunity to support the Town of Cottage City on the Old Firehouse Project and looks forward to collaborating with Town leadership to advance this important community investment. We are committed to providing responsive leadership, disciplined coordination, and practical solutions throughout design and construction.

Please do not hesitate to contact me if you have any questions or wish to refine the scope or approach outlined herein.

Sincerely,



James G. Gittens, PE
Public Sector Division Manager
Charles P. Johnson & Associates, Inc.
(301) 220 0600 x615
jgittens@cpja.com

Enclosed: CPJ Standard Conditions

These Terms and Conditions are incorporated by reference into the Proposal (the “Proposal”) from Charles P. Johnson and Associates, Inc., a Maryland Corporation (“CPJ”), to the named client (the “Client”) for performance of services described in the Proposal and associated with the project described in the Proposal (the “Project”) and in any subsequent approved Change Order related to the Project. These Terms and Conditions, the accepted Proposal and any Change Orders or other amendments thereto, shall constitute a final, complete, and binding agreement (the “Agreement”) between CPJ and the Client.

Article 1 - Professional Services

a. Scope of Services - CPJ has endeavored to include all reasonably foreseeable agency requirements in this Proposal (the “Scope”) based on the information provided and available at the time of the Proposal. Fees quoted are for the specific operations described; additional operations required will be quoted when the scope is determined. The fees quoted for design plans are for the work necessary to comply with agency submittal requirements and regulations consistent with good design practice and assume normal processing with the appropriate agencies. If any changes to applicable laws or regulations occur during the project, CPJ, after consulting with the Client, will incorporate those changes into the design documents, with reasonable adjustments to the project schedule and fees, as necessary.

If in CPJ’s professional judgment the Scope must be expanded or revised, CPJ will forward a change order request to the Client that describes the revision to the Scope (the “Change Order”) and any associated increased fee. The Client may approve a Change Order in writing or by electronic verification.

In the event Client elects to proceed with the design of plans concurrently, it is understood that any extra work required, by virtue of change in plans by any approving agency or the Client, will be billed on a time basis. Changes in one plan may result in extra work on all other plans. Revisions to previously approved drawings or other documents made necessary by Client or agency requested changes after the fact or due to Client requested changes will be considered as additional services.

b. Schedule of Services – It is the policy of CPJ to complete all engineering and surveying services in a timely manner. However, there is no guarantee, either expressed or implied, as to when the work will be completed or when plans will be reviewed or approved by the applicable governing agencies unless otherwise noted in our Proposal.

c. Standard of Care - In connection with the services performed hereunder, CPJ will use that degree of care and skill ordinarily exercised under like and similar conditions by reputable members of the consulting profession practicing at the time and in the same or similar locality. No other warranty, expressed or implied, is made or intended by our proposal for consulting services.

d. Representations – CPJ represents that it and its consultants have and shall maintain throughout the performance of this Agreement the requisite licenses, registrations, and/or certifications required for the performance of the services in the jurisdiction(s) in which the Project is located.

e. Permits / Approvals – CPJ shall assist the Client in applying for and obtaining permits and approvals normally required. This assistance is limited to the scope of the tasks in this proposal. The assistance provided is not to be considered a guarantee of approval or issuance of a permit. Although it is the intent of CPJ to perform all services necessary to receive approvals from the required government agencies, no guarantee expressed or implied is made as to government agency approval. The Client is responsible for all permit fees and bonds.

f. Opinions of Probable Quantities and Costs - CPJ’s opinions on probable construction or development costs are based on industry knowledge and are intended solely to assist the Client with budget planning. These opinions are not guarantees or warranties that actual construction costs

will align with the Project budget at the time of bidding or contracting. Earthwork quantity estimates, provided exclusively for permit fee calculations, are subject to conditions beyond CPJ’s control, such as soil variability, survey and construction tolerances, and compaction ratios. CPJ does not guarantee the accuracy of these estimates, and Clients should require contractors to provide independent quantity estimates in their bids. Since CPJ cannot control labor, material, equipment costs, contractor pricing methods, competitive bidding, or market conditions, cost estimates are based on the unit prices provided by the Client or Municipality, available data, and experience. These estimates represent a design professional’s best judgment but are not assurances against variance in bids, proposals, or actual construction costs. CPJ’s role regarding bids is limited to helping the Client tabulate budget categories, with no responsibility assumed for the accuracy of these budget opinions. Unless explicitly agreed in a signed document, no fixed construction cost limit is set as a condition of this Agreement based on these cost opinions.

g. Site Safety – The presence of CPJ staff or its consultants at the Project site shall not be deemed an assumption by CPJ of any obligations, duties, or responsibilities for the safety of others at the site. The Client understands that, in accordance with generally accepted construction practices, the Client and the Contractor will be solely and completely responsible for working conditions on the job site, including the safety of all persons and property during the performance of the work, and compliance with OSHA regulations and for establishing any safety or security programs, and shall inform CPJ of any of the same as CPJ and its employees and consultants visit the Project or otherwise perform services under this Agreement. Owner and Contractor shall arrange for safe access to the Project and make all provisions for CPJ and its employees and consultants to enter upon the Project as required for CPJ to perform services under this Agreement. These requirements will apply continuously and not be limited to normal working hours. This includes, but is not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, supervising, or coordinating the work of the Project in accordance with the Construction Documents or regulatory health or safety requirements, if any. CPJ, its employees, and consultants have no authority to exercise any control over any construction contractor, its employees, or subcontractors in connection with their work or health and safety programs and procedures.

h. Site Stakeout – The following additional conditions pertain to construction stakeout:

- i. In the event the Client elects to utilize another consultant for construction stakeout, CPJ must be sent all grade/cut sheets for approval prior to construction. CPJ will review all grade/cut sheets within one (1) business day from receipt. Failure by the Client to give CPJ the opportunity to approve all grade/cut sheets will result in the Client accepting liability for any construction issues/errors.
- ii. All survey control points will be set at selected locations and will be conspicuously flagged with guard stakes. Work required to reset a destroyed control point will be billed at the hourly rates stipulated in this proposal.
- iii. A minimum of four (4) hours work is required for each field stakeout request. All operation fees based on an hourly rate will be billed subject to this minimum, and per unit fees will be subject to hourly rate fees for less than minimum orders.

- iv. CPJ will not accept any liability for construction errors unless the survey point(s) on which the construction was based remain and CPJ has had the opportunity to verify the stakeout. In the event the error was caused by CPJ through either stakeout or design, CPJ reserves the right to utilize the contractor of their choice to correct the deficiency.
- v. To assure quality, CPJ utilizes a series of stakeout checks to verify accuracy of stakes placed in the field. All checks are performed the working day following the completion of the stakeout. Construction utilizing the stakeout prior to CPJ having an opportunity to verify, will be at the contractor's risk.
- vi. Stakeout fees are quoted assuming reasonable economy of scale. Restakes done on a time basis frequently exceed the unit price quoted. These conditions are designed to ensure accurate and reliable construction stakeout, minimizing potential issues, and maintaining project quality.
- j. **Notice of Nonconformance** – If the Client observes or becomes aware of any errors, omissions, or inconsistencies in the any documents provided by CPJ or any fault or defect in the Project, the Client shall promptly give written notice to CPJ.
- k. **Project Permit and Review Fees** – The Client shall pay all fees required to secure jurisdictional reviews and approvals for the Project.
- l. **Recorded Documents** – The Client will be responsible for processing legal documents (easements, etc.) and will furnish CPJ with a copy of all recorded documents prepared by CPJ and recorded by the Client.
- m. **Adjacent Properties** – The Client will be responsible for obtaining any off-site easements or notarized letters of permission for off-site construction, if required.
- n. **Notice of License or Royalty Fee.** The Client shall inform CPJ if any invention, design, process, product or devise that Client has requested, required or recommended for inclusion in the plans will be subject to payment (whether by Client or Contractor) of any license fee or royalty to others, as required by patent rights or copyrights.

Article 2 – Client's Responsibilities

- a. **Client's Representative** – The Client shall designate one or more representatives with the authority to act on the Client's behalf regarding the Project. If, for any reason, the Client's designated representative is replaced during the progress of the Project, CPJ shall have the right to renegotiate its compensation in response to the change.
- b. **Program** – If available and integral to the Project scope, the Client shall provide a detailed description, program, and any budget parameters or special criteria related to the Project or CPJ's services, which will become part of this Agreement. Any changes to these items must be communicated in writing to CPJ immediately for review.
- c. **Responsibility for Requirements and Instructions.** Client shall be responsible for all requirements and instructions that it furnishes to CPJ pursuant to this Agreement, and for accuracy and completeness of all programs, reports, data, and other information furnished by Client to CPJ pursuant to this Agreement. CPJ may use and rely upon such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.
- d. **Independent Consultants.** Client shall advise CPJ of the identity and scope of services of any independent consultants employed by Client to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, Project peer review, value engineering, and constructability review.
- e. **Existing Information** – Client shall furnish any and all information relevant and relating to the Project in its possession or secured at a later date, including reports, plans, drawings, surveys, deeds, topographical information, reports, etc.
- f. **Independent Testing** – The Client shall provide independent testing or consulting services when deemed necessary to determine site conditions such as soil and subsoil conditions, water, pollution, and hazardous waste presence and characteristics. Client may authorize CPJ, for an agreed upon fee, to obtain or provide additional information as required for the Project but not otherwise identified in this agreement. Testing schedule and results may affect project schedule and scope of services.
- g. **Right to Rely** – Unless expressly agreed in writing as part of the Scope, CPJ shall be entitled to rely on the accuracy and completeness of all information, test results, and work product provided by the Client and the Client's Consultants. CPJ shall not be responsible for calculations, specifications, or designs based on erroneous, inaccurate, or incomplete information provided by the Client.
- h. **Site Access** – The Client shall provide for CPJ's right to enter, as necessary, property owned by the Client or others so CPJ may perform the services outlined in the Proposal, as further discussed in Paragraph 1.G above.
- i. **Approvals** – Client's directions, decisions, approvals, reviews, and responses shall be communicated to CPJ in a timely manner so as not to delay the performance of services.

Article 3 – Ownership of Documents

- a. **Ownership of Documents** – All documents prepared by CPJ as instruments of service pursuant to this Agreement, including all associated copyrights and the rights of reuse at the discretion of CPJ, shall be the sole property of CPJ, whether or not the Project is completed. The Client agrees that all documents furnished to the Client or the Client's agents or designers, if not paid for, will be returned upon demand, and will not be used by the Client for any purpose whatsoever. The Client further agrees that under no circumstances shall any documents produced by CPJ pursuant to this Agreement be used at any location or for any project not expressly provided for in this Agreement without the written permission of CPJ. Should the Client declare bankruptcy or be in default of any kind, CPJ, being the sole owner of the documents, retains the right to market, sell, or use the documents at its sole preference.
- b. **Reproduction of Documents** – CPJ will furnish two (2) copies of all approved plans produced under this Agreement to the Client and grants to the client an irrevocable, non-exclusive license to reproduce the plans and other design materials solely for the construction of the Project and for information and reference with respect to the use of the Project. Termination of this Agreement prior to the completion of the Project shall terminate this license; all design plans and materials and copies in the Client's possession or control, are to be returned to CPJ within thirty (30) days of the Notice of Termination.
- c. **Electronic Documents** - CPJ prepares plans utilizing computer programs that result in an electronic version of the plans. The work product delivered pursuant to this contract is paper copies of the approved plans/documents or digitally signed/approved PDF copies of the approved plans/documents. The electronic plan files shall remain the property of CPJ. CPJ may from time-to-time consent to transfer the electronic files to a third party if requested by the Client. Digital data may not be released in any form to any other individual or firm or review agency, or other entities without the express written consent of CPJ. Users of the data must agree to the limitations of CPJ's liability and shall agree to use the data only in accordance with the terms of CPJ's Digital Data Release Form. The Client hereby expressly agrees that CPJ shall have no liability for the accuracy or suitability for any use of the electronic files and any changes to the electronic files voids any liability to CPJ. The electronic files are expressly not to be used for construction. Only the signed approved mylar or paper copy is to be used for construction.
- d. **Unauthorized Use** – The Client, to the fullest extent permitted by law, shall indemnify and hold harmless CPJ for costs, including legal fees, liability, or loss, which result from unauthorized use or modification of any documents produced by CPJ under this Agreement for this Project or any other purpose.

Article 4 – Compensation and Payment

- a. Compensation** – Compensation for Professional Services performed under this Agreement should be at the amount defined and agreed upon in the Proposal, subject to the provisions of this Agreement. Operations invoiced on a "time basis" will be billed at the prevailing hourly rates at the time of invoicing. Additional services, when requested by and agreed to by the Client, shall be compensated on a "time basis" or based on a negotiated fee provided as a Change Order to the proposal. Tasks/Operations quoted but not required will not be billed.
- b. Payment** – CPJ shall prepare invoices in accordance with its standard invoicing practices, progress reporting and special invoicing requirements. Invoices will be rendered on a monthly progress or phase completion basis, and payment is due within thirty (30) days of the date of the invoice. A monthly interest charge of one (1) percent may be charged against accounts more than sixty (60) days past due from the date of the invoice. Questions regarding invoices must be presented in written form within thirty (30) days of the disputed invoice. After thirty (30) days all invoices will be deemed correct. If CPJ elects to utilize a collection service to collect payments due, the Client is liable for all collection and attorney fees. Failure to pay invoices on time may be considered a delay caused by the Client. CPJ may stop work and or not release documents to the Client, Client's agents, or public agencies if the payment for work done on any part of the Project is past due. In the unlikely event of litigation for pursuit of unpaid invoices, the prevailing party shall have the right to collect from the other party its reasonable costs and necessary disbursements and reasonable attorneys' fees incurred in enforcing this Agreement.
- c. Obligation** – Notwithstanding any other provision in this Proposal, the Client shall be responsible for ensuring payment to CPJ for all services provided. CPJ's entitlement to payment shall not be contingent upon the Client's receipt of funds from any other arrangement and CPJ will not bear liability for disputes between the Client and any other entity regarding payment issues. Any non-payment shall constitute a material breach of this Agreement.
- d. Disputed Invoices.** If Client disputes an invoice, either as to an amount or entitlement, then Client shall promptly advise CPJ in writing of the specific basis for doing so; may withhold only that portion so disputed; and must pay the undisputed portion, subject to the terms of this Article 4. After a disputed item has been resolved, CPJ shall revise or include the agreed upon amount on a new invoice.
- e. Sales or Use Taxes.** If after the date of this Agreement any governmental entity takes an action that imposes additional sales or use taxes on CPJ's services or compensation under this Agreement, then CPJ may invoice such additional sales or use taxes for reimbursement by Client. Client shall reimburse CPJ for the cost of such invoiced additional sales or use taxes; such reimbursement will be in addition to the compensation to which CPJ is entitled under the terms of the Agreement and Proposal.
- f. Deposit** – CPJ reserves the right to require a deposit of an amount deemed appropriate to begin new work or continue work when payments are past due. In this event, the Client shall deliver to CPJ advance funds to be held by CPJ as an advance against future billings. The deposit shall not be required to be held in a separate account, nor shall it bear interest.
- g. Reimbursables** – Expenditures made by CPJ in the interest of the Project will be billed at cost plus an administrative fee of **15.00%**. Plan copies and prints required for agency submission and for Client use will be billed. Reproduction costs and filing fees required for plans and plats are not included in the fees quoted. Review and filing fees should be paid directly to the agencies by the Client.
- h. ACH Payments:** ACH payments are our preferred method of payment. They offer a secure and efficient way to process transactions. For ACH payment details, please contact our Corporate Office at 301-434-7000.
- i. Credit Card Payments** – Credit Card payments are subject to a processing fee of **5.00%** and can only be accepted by contacting our Corporate Office at 301-434-7000. Please have your invoice number(s), dates, amounts or new proposal information available.

Article 5 – Insurance, Liability, and Indemnification

- a. Insurance** – CPJ maintains workers' compensation, general liability, auto liability, and professional liability insurance. Upon request, CPJ will provide a certificate of insurance and will make reasonable efforts to name Client as an additional insured. Client acknowledges review and acceptance of CPJ's coverage limits and agrees CPJ's liability shall not exceed those limits. CPJ may modify its insurance terms without notice, except for reductions in limits, which require prior notice to Client.
- Client shall maintain general liability and property insurance as Project owner and provide proof to CPJ. All construction contracts must require builder's risk or equivalent property insurance.
- b. Limited Liability** – CPJ's liability under this agreement shall be limited to damages resulting from CPJ's errors, omissions or negligent acts arising from the services performed pursuant to this agreement. CPJ will not be held responsible for any claims based on delay of the Project in design or construction phase. CPJ's liability is limited to the coverage amount of CPJ's insurance. The liability of CPJ, if any, for back charges arising from these acts is wholly dependent upon notification of CPJ prior to the initiation of corrective work which is reasonably sufficient to enable CPJ to assess and monitor the intended corrective work.
- c. Claims** – In the event the Client makes a claim or brings an action against CPJ for any acts arising out of the performance of the services hereunder, and the Client fails to prove such claim or action, the Client shall pay all legal and other costs incurred by CPJ in defense of such claim or action.
- d. Time Limitations** – No claim shall be filed in the court of law relating to the performance of CPJ, its employees or its subcontractors, for any reason after six (6) months of the completion of the Project. Completion of the Project is defined as the date of completion of the tasks under the Proposal as indicated by a complete billing of the authorized and necessary tasks.
- e. Indemnification** – The Client and CPJ each agree to indemnify and hold harmless the other, and their respective officers, employees, and representatives, from and against liability for losses, damages, and expenses, including reasonable attorney's fees as are awarded according to applicable law, to the extent such losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions.
- f. Consequential Damages** – The Client and CPJ waive consequential, incidental, and indirect damages for claims, disputes or other matters in question arising out of or related to this Agreement or the Project. This mutual waiver is applicable, without limitation, to ALL consequential damages including due to either party's termination in accordance with the termination provisions of this Agreement. Such excluded damages include, but are not limited to, loss of profits or revenue, loss of use or opportunity, loss of goodwill, cost of substitute facilities, goods or services, and cost of capital.
- g. Hazardous Materials Waiver** – CPJ and its consultants have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials in any form at the Project site, and Client shall indemnify and hold harmless CPJ and its officers, directors, members, partners, agents and employees from losses, damages and judgments (including reasonable consultant' and attorneys' fees and expenses) caused by, arising out of, relating to, or resulting from the presence of such hazardous materials.
- h. Waiver of Subrogation.** All policies of property insurance relating to the Project held by CPJ and Client, must allow for waiver of subrogation rights and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against CPJ, its employees and consultants. Client and CPJ waive all rights against each other, Contractor and the respective officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by such insurance policies related to the Project. Client and CPJ shall take appropriate measures in other Project-related contracts to secure waivers of rights consistent with those set forth in this paragraph.

Article 6 –Suspension/Termination and Dispute Resolution

- a. Termination** – This Agreement may be terminated by either party after giving thirty (30) days' written notification of Intent to terminate to the other party and by payment of the balance due to CPJ by the Client. This balance will be arrived at by tabulation of hours spent times the hourly rates in effect at the time of termination.
- b. Aged Accounts** – The Client's failure to make payments to CPJ in accordance with the provisions of this Agreement may be deemed a substantial failure to perform and a cause for termination or suspension of services. CPJ shall have no liability to the Client for any delays caused by a suspension or termination under this provision.
- c. Stop Work** – The Client may stop or suspend work at any time on any or all operations covered by this Agreement. Notice to stop work must be in writing. The Client will be responsible for payment of all time spent, billed or unbilled, prior to the notice to stop work. CPJ reserves the right to re-negotiate the terms of the proposal upon work stoppage or delay caused by the Client, public agencies, or causes beyond the control of CPJ. CPJ may, after giving three (3) day written notice to Client, suspend services under this Agreement, (i) if Client has failed to pay CPJ for invoiced services and expenses, as required herein, (ii) in response to the presence of hazardous materials at the Project, or (iii) if persistent circumstances beyond the control of CPJ have prevented it from performing its obligations under this Agreement.
- d. Negotiation** – The Client and CPJ agree to negotiate all disputes between them in good faith for a period of thirty (30) days. If the parties fail to resolve a dispute through negotiation, then they shall first submit all matters in question to mediation under the current Construction Industry Rules of the American Arbitration Association. If such mediation is unsuccessful in resolving the dispute, then the parties may mutually agree to dispute the resolution or seek to have the dispute resolved by a court of competent jurisdiction having jurisdiction at the location of the Project, or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the Project is located. The prevailing party in any such proceeding shall be entitled to an award for its reasonable attorney's fees and costs.
- e. Continued Service** – Unless otherwise communicated in writing, CPJ agrees to continue to perform its services during any dispute resolution proceedings and the Client agrees to continue to make payments in accordance with this Agreement for amounts and services not in dispute.

Article 7 – Other Terms and Conditions

- a. Force Majeure** – Either party shall be relieved of its obligations hereunder (except for payments due from Client to CPJ) in the event and to the extent that performance is delayed or prevented by any cause beyond its control and not caused by the party claiming relief or the recovery of such cause, as further defined herein ("Force Majeure"). The parties agree to make all reasonable efforts to mitigate the delays and damages caused by Force Majeure. "Force Majeure" means a material delay beyond the reasonable control of the delayed party caused by labor strikes, lock-outs, industry-wide inability to procure materials, extraordinary restrictive governmental laws or regulations (such as gas rationing), mass riots, war, military power, terrorist acts, sabotage, material fire or other material casualty, Severe Weather (such as flooding, high winds, blizzards) or an extraordinary and material act of God (such as a tornado or earthquake), but excludes inadequacy of insurance proceeds, litigation or other disputes, financial inability, lack of suitable financing, delays of the delayed party's contractor and failure to obtain approvals or permits unless otherwise caused by an event of Force Majeure.
- b. Notices** – Notices required by this Agreement shall be in writing and delivered personally or by certified mail, return receipt requested, to the addresses for CPJ and the Client as indicated on the proposal.
- c. Governing Law** – This Agreement shall be governed and interpreted in accordance with the laws of the State, or Commonwealth, of the CPJ office in which the proposal originated.

- d. Severability** – If any provision of this Agreement shall be found invalid, illegal, or unenforceable, the other provisions of this Agreement shall remain in full force and effect.
- e. Agreement** – CPJ and the Client each bind themselves; their partners, executors, and administrators to the other party in respect to all covenants of this Agreement. The person(s) signing this Agreement on behalf of the parties hereby individually warrant that they have full legal power to execute this Agreement on behalf of their respective parties and to bind and obligate the parties with respect to all provisions contained herein.
- f. Survival** – Subject to applicable laws and regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- g. No Waiver** – A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.
- h. Assignment** – Neither party shall assign, sublet, or transfer its interest in this Agreement without the written consent of the other party hereto. This Agreement may only be amended in writing signed by both the Client and CPJ.
- i. Conflict of Interest** -
 - i.** Nothing in this Agreement will be construed to create or impose any duty on the part of CPJ that would be in conflict with CPJ's paramount obligations to the public health, safety and welfare under the professional practice requirements governing CPJ, its consultants and all licensed professionals employed by CPJ or its consultants.
 - ii.** If during the term of this Agreement a potential or actual conflict of interest arises or is identified:
 - 1. CPJ and Client together will make reasonable, good faith efforts to avoid or eliminate the conflict of interest; to mitigate any adverse consequences of the conflict of interest; and, if necessary and feasible, to modify this Agreement to address the conflict of interest and its consequences, such that progress under this Agreement may continue.
 - 2. Such efforts will be governed by applicable laws and by any pertinent Client's policies, procedures, and requirements (including any conflict-of-interest resolution methodologies) provided to CPJ.

Our Standard Conditions are provided to set clear expectations and responsibilities, ensure fairness, and protect all parties from liability.

Everyone at Charles P. Johnson and Associates looks forward to working with you to meet your Vision of Success!



**TOWN OF COTTAGE CITY
Architectural & Engineering Services
Cottage City Old Firehouse /
Community Outreach Center
FISCAL YEAR 2026**

**Town of Cottage City
3820 40th Avenue
Cottage City, Maryland 20722
301-779-2161**

RFP # CC-2026-01

TOWN OF COTTAGE CITY

REQUEST FOR PROPOSALS (RFP)

Architectural & Engineering Services

Cottage City Fire House / Community Outreach Center

RFP # CC-2026-01

Project Background and Overview: The Town of Cottage City, an historic municipality located along the Anacostia River in Prince George's County, Maryland, acquired the former site of the Cottage City & Colmar Manor Fire Department building (c. 1925) from the Brentwood Volunteer Fire Department at 3801 38th Avenue on July 2, 2021. This approximately 1,188 gross square feet (GSF) structure, with potential for expansion, is being renovated and adaptively reused as a Community Outreach Center.

The project may be funded in part by a \$500,000.00 Maryland State Bond Initiative for acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping. \$190,000.00 matching funds are required by the Town of Cottage City. This project is further partially funded by the Maryland Historical Trust and must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties. It also has received funding from DHCD (Department of Housing and Community Development) and MHAA (Maryland Heritage Area Association)

- SOURCES OF FUNDS:
- \$190,000.00 "Matching Funds" Town of Cottage City
- \$500,000.00 Bond Bill
- \$90,000.00 MHAA
- \$100,000.00 MHT
- \$185,000.00 MD DHCD
- \$1,065,000.00 Total Sources of Funds (Awarded)

The Town of Cottage City is seeking qualified Architectural & Engineering (A/E) firms to provide professional services for the restoration and adaptive reuse of the Historic Cottage City Fire House (c. 1925) into a Community Outreach Center of approximately 2,000 gross square feet (GSF). The project will restore the structure to its period of significance (1925) while adapting the building for modern community use.

This project has a tentative target completion date of June 30, 2028, and this RFP is a re-solicitation. The Town seeks qualified Architectural & Engineering (A/E) firms experienced in historic preservation to provide professional services compliant with the Maryland Historical Trust (MHT) and the Secretary of the Interior's Standards for the Treatment of Historic Properties. The project is also subject to Davis-Bacon wage requirements. The center will provide services and programs including:

- Health and Wellness Classes
- Mental Health Programs
- Food, Clothing, and Housing Assistance
- Job Readiness Programs
- Youth and Senior Programs/Activities
- Police Explorer Program

- Citizen Police Academy
- Neighborhood Watch/Community Safety/CERT/Emergency Readiness Training

Scope of Project: The selected firm shall provide comprehensive services, including but not limited to:

Task 1 — Existing Conditions & Assessment

- Site and building evaluation
- Structural, mechanical, electrical, and plumbing assessment
- Historic materials and features documentation

Task 2 — Design & Documentation

- Conceptual design options
- Historic preservation approach
- Construction drawings and specifications
- Compliance with ADA, life safety, and building codes

Task 3 — Bidding & Construction Support

- Assistance with contractor bidding process
- Bid tabulation and review
- Construction administration and site visits
- Certification of completed work

Confidentiality: Vendors must treat any designated documents and information provided by the Town as confidential. The Town will treat all proposals received and the information contained therein as confidential until a negotiated contract is executed, or all proposals are rejected.

Public Statement: No vendor shall make any public statement about this RFP without prior written consent from the Town.

General Conditions: The following general conditions apply:

- The Town may not necessarily accept the lowest cost proposal but will strive to select the best and most responsive proposal.
- The Town may cancel this RFP or amend its contents at any time before acceptance of a proposal.
- If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
- The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by the Town.
- This project is partially funded by the Maryland Historical Trust and must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Equal Opportunity/Non-Discrimination: The Town encourages proposals from minority-owned, women-owned, and disadvantaged business enterprises. Vendors must comply with federal and state non-discrimination laws.
- Indemnification: The selected firm shall indemnify and hold harmless the Town from claims arising from the firm's negligence.
- This project is subject to Davis-Bacon wage requirements.

Compensation: State the compensation required for services, specifying minimum billing increments. Itemized monthly bills must include subject matter, date, time, and description. Provide a breakdown of costs by task, including any proposed retainer (e.g., for initial design concepts).

Submission Requirements: Submit proposals in PDF format, including:

- Title page (project title, proposer's contact information, total proposed cost).
- Firm qualifications, including experience with historic preservation projects (provide 3 examples).
- Resumes of key team members.
- Architectural/Engineering Cost Estimate, broken down by task.
- Proposed timeline aligning with June 30, 2028 completion.
- Proof of licensing and insurance.
- Minimum 3 client references (company name, contact, email, phone, description of work).
- Acknowledgment of compliance with MHT, Secretary's Standards, and Davis-Bacon.

Insurance: The bidder must obtain at its own cost and expense and keep in force and effect during the term of the contract, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the Town prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract as evidence of compliance with this provision. The Town of Cottage City must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the Town of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the Town Manager.

Coverage Amount or Limits: Workers Compensation: Bodily injury by Accident (each) \$100,000, Disease (policy limits) \$500,000, Disease (each employee), \$100,000. Commercial General Liability: \$500,000 (Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.) Minimum Automobile Liability (Including owned, hired, and non-owned automobiles): Bodily injury, each person \$250,000, Bodily injury, each occurrence \$500,000, Property damage, each occurrence \$300,000. Professional Liability: \$1,000,000 for errors, omissions, and negligent acts, per claim and Aggregate, Professional Liability (for professional services contracts): \$1,000,000.00 (For errors, omission, and negligent acts, per claim and Aggregate, with one-year discovery period and a maximum deductible of \$25,000).

Client References: Each bidder-applicant and each subcontractor (if applicable) shall have performed similar work for a minimum period of five (5) years. Each applicant and each subcontractor (if applicable) must provide a minimum of three (3) clients and references that can substantiate past work performance and experience in the type of work required for this contract. For each reference provide company name, contact name, email addresses, phone numbers, and description of work performed. The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work.

Rejection of Submissions: The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

Incurring Cost: The Town will not be liable for any cost incurred by entities or proposers prior to executing a contract or purchase order.

Anti-Lobbying Provision: Vendors must indicate through written promise within the proposal cover letter that Proposer's officers, employees, agents, consultants, or lobbyists will not attempt to lobby or influence a vote or recommendation related to the Vendor's proposal submitted in response to this RFP; directly or indirectly, through any contact with Town Commissioner or other Town officials between the date that the request is sent out and the date the contract resulting here from is awarded by the Board of Town Commissioners. Such behavior may be an immediate cause for rejection of the Vendor's proposal.

EVALUATION & AWARD: The Town of Cottage City will evaluate proposals based on:

- Qualifications and experience
- Understanding of historic preservation requirements
- Technical approach
- Cost reasonableness
- Ability to meet schedule

The Town reserves the right to reject any and all proposals, and the contract will be awarded to the lowest responsive and competent proposer.

Point of Contact: John Hoatson, Town Manager, can be reached at 240-544-8725 or 301-779-2161. Email: Townmanager@cottagecitymd.gov with any questions.

Question Deadline: If you have questions, please submit them by **Friday, April 24, 2026, By 5:00 PM**

Submission Deadline: Responses to this RFP are to be submitted **NO LATER THAN Friday, Monday, May 11, 2026**, by 5:00 PM

- **By Mail:** Town of Cottage City, 3820 40th Avenue Cottage City, Maryland 20722
- **By Email:** townmanager@cottagecitymd.gov
- **In-Person:** Cottage City Town Hall, 3820 40th Avenue Cottage City, Maryland 20722

Selection Process and Criteria: Town Elected Officials will participate in the process of selecting the appropriate firm. The Town may interview shortlisted firms or conduct site visits. Award to the most responsive, competent proposer providing best value.

Thank you for your interest in this Request for Proposals for the Town of Cottage City.

John Hoatson
Town Manager
Town of Cottage City

TOWN OF COTTAGE CITY
RESOLUTION 2026-09

Item # 27.

**A RESOLUTION DEFINING THE ROLE OF THE COMMISSION CHAIR IN THE
TOWN OF COTTAGE CITY**

Introduced by: Town of Cottage City Commission

WHEREAS, the Town of Cottage City operates under a Commission-Manager form of government; and

WHEREAS, under this form of government, the Town does not have a Mayor, but instead is governed by the Cottage City Commission as a body; and

WHEREAS, the Charter vests day-to-day executive and administrative authority in the Town Manager as chief administrative officer (§56), while the Cottage City Commission as a body retains broad administrative and enforcement powers under §§ 18 and 19; individual commissioners, including the Chair, retain only those limited procedural, legislative, and expressly granted duties provided by the Charter, the Code Ordinances, or state law; and

WHEREAS, it is necessary and appropriate to clarify the role, duties, and limitations of the Commission Chair in order to promote effective governance and ensure the proper separation between legislative leadership and administrative operations while recognizing limited individual executive authority granted by state law.

NOW, THEREFORE, BE IT RESOLVED by the Cottage City Commission that the role of the Commission Chair shall be defined as follows:

1. Presiding Officer:

The Commission Chair shall serve as the presiding officer at all regular, special, and work session meetings of the Town Commission. The Chair shall maintain order, recognize speakers, and ensure that meetings are conducted in an orderly and efficient manner in accordance with the Maryland Open Meetings Act, the Town Charter, applicable ordinances, and any rules of procedure adopted by the Cottage City Commission.

2. Special Meetings:

The Commission Chair or a majority of the members of the Commission shall have the authority to call special meetings of the Town Commission when deemed necessary, consistent with the requirements of the Town Charter, applicable law, and public notice provisions.

3. Legislative and Procedural Role:

RESOLUTION 2026-09

The Commission Chair's role is primarily procedural and legislative in nature. The Chair acts as the facilitator of Commission meetings and deliberations, and as such, serves as the official presiding officer of the governing body.

4. Administrative Authority:

The Commission Chair shall have no individual executive or administrative authority over the day-to-day operations of the Town, including the supervision or direction of Town staff, employees, contractors, or the routine administrative functions of the Town government, except as expressly authorized by the Town Charter, state law, an ordinance, resolution, or formal action of a majority (i.e., 3 votes) of the full Commission.

Notwithstanding the foregoing, the Commission Chair, as the principal executive officer of the Town for purposes of state law, shall have the authority to declare a local state of emergency pursuant to Maryland Public Safety Article § 14-111 and to perform any other duties expressly required of the senior elected official under state emergency management law and any emergency powers ordinance enacted by the Cottage City Commission. The Cottage City Commission as the governing body under state law must consent if a declared local emergency is to continue or be renewed beyond 30 days pursuant to PS Art., § 14-111(b)(1).

Pursuant to Charter Section 44, amended by Charter Amendment 2023-01, all checks issued in payment of salaries or other municipal obligations shall be issued and signed by the Town Manager and shall be countersigned by the Commissioner Chair and the Commissioner Secretary, except if either of those two commissioners is unavailable any other Commissioner may countersign.

In addition, the Commission Chair shall serve as the designated liaison with the Town Manager on routine personnel matters concerning the Town Manager, such as requests for time off or leave, provided that all such matters remain subject to the ultimate oversight and approval of the full Commission and consistent with any personnel policies adopted by the Cottage City Commission.

5. Equal Vote and Status

The Commission Chair shall remain a member of the Town Commission with the same voting rights, powers, and responsibilities as the other Commissioners, except for those additional duties specifically stated in the Charter or Town Code, or associated with presiding over meetings and calling special meetings.

6. Intent

It is the intent of this Resolution to clarify that the position of Commission Chair is one of leadership in governance and meeting administration, and not one of independent executive or administrative authority over Town operations.

TOWN OF COTTAGE CITY

RESOLUTION 2026-09

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

ADOPTED by the Town Commission of the Town of Cottage City this 8th day of April, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner

Reney Henderson Sr, Ward 2, Commissioner

Demetrius Givens, Ward 4, Commissioner

John Brooks, At-Large, Commissioner Vice Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th day of April 2026 with __ Aye votes and __ Nay votes, the aforesaid Resolution 2026-09 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY
RESOLUTION 2026-10

Item # 28.

**A RESOLUTION REQUIRING SUPPLEMENTAL PUBLIC DISCLOSURE OF
CONFLICTS OF INTEREST BY TOWN COMMISSIONERS DURING DISCUSSION
AND VOTING ON MATTERS BEFORE THE COMMISSION**

Introduced by: Town of Cottage City Commission

WHEREAS, The Cottage City Commission of the Town of Cottage City is entrusted to serve the public with integrity, transparency, and accountability; and

WHEREAS, maintaining public trust requires that all elected officials act in the best interests of the Town and avoid situations in which personal interests could influence official decision-making; and

WHEREAS, conflicts of interest—whether real, perceived, or potential—may arise when a Town Commissioner stands to personally benefit from any matter under consideration; and

WHEREAS, disclosure of such conflicts promotes transparency and ensures that decisions are made in an open and ethical manner; and

WHEREAS, concerns at various levels of government have highlighted the importance of clear ethical standards to prevent the use of official positions for personal gain; and

WHEREAS, Chapter 15 of the Town Code of Cottage City (Public Ethics), adopted November 14, 2018, by Ordinance No. 2018-01, establishes minimum ethical standards for Town officials, including prohibitions on participation in matters involving conflicts of interest (§ 15-3), requirements for notification of conflicts (§ 15-3A), and rules for remote interests (§ 15-3D); and

WHEREAS, this Resolution is intended to supplement Chapter 15 by adding a clear requirement for public disclosure in open session, without superseding or limiting any provision of Chapter 15.

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

1. **Disclosure Requirement:** Any Town Commissioner who has a conflict of interest, as addressed in Chapter 15, § 15-3 of the Town Code, or who may personally benefit—financially or otherwise—from any matter before the Commission, shall publicly disclose the nature and extent of that interest in open session during any discussion, deliberation, or vote on the matter. This public disclosure shall be made in addition to any notification required under Chapter 15, § 15-3.A. Section 15-3.A states as follows:
 - a. Elected officials, appointees and Town employees shall not knowingly engage in activities that are in conflict, or that have the potential to create conflict, with performance of official duties.

TOWN OF COTTAGE CITY
RESOLUTION 2026-10

Item # 28.

- b. No person subject to this chapter (Chapter 15) shall have any direct or indirect interest, financial or otherwise, or incur any obligation of any nature, or engage in any business, employment, transaction or professional activity that is in substantial conflict with the proper discharge of his or her public duties or employment.
 - c. Any elected official, appointee or Town employee who is or becomes aware of any conflict of interest on his or her own part or that of another shall notify the Commission or supervisor of any such conflict, and the Commission shall, in a closed session, determine the appropriate course to follow with respect to the matter, in accordance with the provisions of this chapter.
- 2. **Timing of Disclosure:** Such public disclosure shall be made prior to or at the beginning of any discussion, deliberation, or vote on the matter in which the conflict exists and shall be entered into the official meeting minutes.
- 3. **Definition of Conflict of Interest:** Consistent with Chapter 15, § 15-3 of the Town Code, a conflict of interest includes, but is not limited to:
 - a. Any direct or indirect interest, financial or otherwise, that creates a substantial conflict with the proper discharge of the Commissioner's public duties (§ 15-3A);
 - b. Any situation in which the Commissioner or a family member stands to gain or lose financially, or otherwise benefit personally, from the matter under consideration;
 - c. Personal or business relationships that may reasonably be expected to influence the Commissioner's decision-making;
 - d. Direct participation or benefit (financial or otherwise) in a Town-sponsored program or initiative under consideration (for example, participation in a community garden or similar program).
 - e. "Family member" is defined in Chapter 15, § 15-3H of the Town Code as anyone related to the Commissioner by blood, marriage or adoption, or who is part of the Commissioner's household, including but not limited to a spouse, domestic partner, parent, sibling, child, cousin, mother-in-law, father-in-law, grandparent, grandchild, or anyone who is part of the Commissioner's household.
- 4. **Record of Disclosure:** All disclosures required by this Resolution shall be entered into the official meeting minutes to ensure transparency and a complete public record, consistent with the requirements of Chapter 15.
- 5. **Recusal:** Following disclosure, and as required by Chapter 15, § 15-3 of the Town Code:
 - a. The Commissioner shall recuse himself or herself from further discussion and voting on the matter if the Commissioner or a family member has a financial interest or other

TOWN OF COTTAGE CITY
RESOLUTION 2026-10

conflict of interest that creates a substantial conflict with the proper discharge of public duties (§ 15-3C). In such cases, recusal is mandatory, and in certain situations (such as contracts), the Commissioner may also be required to leave the meeting room during discussion (§ 15-3F).

- b. If the interest is only a remote interest as described in Chapter 15, § 15-3D, the Commissioner shall disclose the fact and extent of the remote interest (which shall be recorded in the minutes), and the Commissioner’s vote shall not be counted.

6. **Purpose and Intent:** This Resolution is intended to strengthen ethical governance, reinforce public confidence, and ensure that all actions of the Town Commissioners are conducted with the highest standards of integrity, in full harmony with Chapter 15 of the Town Code. Nothing in this Resolution shall be construed to limit, override, or conflict with any requirement of Chapter 15.

AND BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon its adoption.

ADOPTED by the Town Commission of the Town of Cottage City this 8th day of April, 2026.

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

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner

Reney Henderson Sr, Ward 2, Commissioner

Demetrius Givens, Ward 4, Commissioner

John Brooks, At-Large, Commissioner Vice Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the ____ day of ____ 2026 with Aye votes and Nay votes, the aforesaid Resolution 2026-10 passed.

John Hoatson, Town Manager

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

Introduced by: Town of Cottage City Commission

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

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

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

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

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

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

TOWN OF COTTAGE CITY
RESOLUTION 2026-11

Item # 29.

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

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

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

Date	Meeting Type	Topic
Wed, April 8, 2026	Regular Town Meeting	Approve Modified Budget Calendar for FY 2027 Res 2026-11
Tue, May 5, 2026	Commission Work Session	Budget Line By Line & Town Tax Rate Discussion
Wed, May 13, 2026	Regular Town Meeting	Introduce Budget Ordinance. Take Public Comment (Budget Hearing)
Tue, June 2, 2026	Commission Work Session	Continued Budget Discussion
Wed, June 10, 2026	Regular Town Meeting	Approval of Budget Ordinance
Wed, June 17, 2026	n/a	Real Property Tax Rate Increase Hearing Statutory Deadline (June 10 notice publication deadline)
Wed, July 1, 2026	n/a	FY 2027 Budget In Effect

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

ADOPTED by the Town Commission of the Town of Cottage City this 8th day of April, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

TOWN OF COTTAGE CITY
RESOLUTION 2026-11

Item # 29.

Julia Salsich, Ward 1, Commissioner

Reney Henderson Sr, Ward 2, Commissioner

Demetrius Givens, Ward 4, Commissioner

John Brooks, At-Large, Commissioner Vice Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th Day of April 2026 with ___ Aye Votes and ___Nay Votes, the aforesaid Resolution 2026-11 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY
RESOLUTION 2026-12

Item # 30.

A RESOLUTION TO ACCEPT THE GRANT APPLICATION, AUTHORIZE SUBMISSION, AND APPROVE ANY NECESSARY BUDGET AMENDMENTS RELATED TO FUNDING FROM THE GOVERNOR’S OFFICE OF CRIME PREVENTION AND POLICY FOR THE POLICE RECRUITMENT AND RETENTION INITIATIVE

Introduced by: Town of Cottage City Commission

WHEREAS, the Commissioners of the Town of Cottage City are committed to maintaining public safety and supporting the operational effectiveness of the Cottage City Police Department; and

WHEREAS, the Governor’s Office of Crime Prevention and Policy (GOCPP) administers grant funding to support law enforcement recruitment and retention efforts throughout the State of Maryland; and

WHEREAS, the Town of Cottage City has prepared and submitted, or will submit, an application under the Police Recruitment and Retention (PRAR) Grant Program in the approximate amount of Fifteen Thousand Dollars (\$15,000.00) to support recruitment incentives, retention bonuses, bilingual officer incentives, and uniform maintenance; and

WHEREAS, the Commissioners find that submission of this application and acceptance of any resulting award is in the best interest of the Town and its residents;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Town of Cottage City, Maryland, that the Town hereby approves and ratifies the submission of the grant application to the Governor’s Office of Crime Prevention and Policy; and

BE IT FURTHER RESOLVED, that upon award, the Town hereby accepts the grant funding in an amount not to exceed Fifteen Thousand Dollars (\$15,000.00), or such other amount as may be awarded, subject to the terms and conditions of the grant agreement; and

BE IT FURTHER RESOLVED, that the Town Manager and/or designee is hereby authorized to execute all necessary grant agreements, certifications, and related documents required for submission, acceptance, and administration of the grant; and

BE IT FURTHER RESOLVED, that the Commissioners hereby authorize any and all necessary budget amendments, adjustments, and appropriations required to reflect the final financial amounts of the grant award, including any variations from the originally requested amount; and

BE IT FURTHER RESOLVED, that the Town Manager, Chief of Police, and designated grant personnel are authorized to take all actions necessary to implement and administer the project, including procurement, reporting, and compliance activities; and

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

TOWN OF COTTAGE CITY
RESOLUTION 2026-12

Item # 30.

ADOPTED by the Town Commission of the Town of Cottage City this 8th day of April, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

Julia Salsich, Ward 1, Commissioner

Reney Henderson Sr, Ward 2, Commissioner

Demetrius Givens, Ward 4, Commissioner

John Brooks, At-Large, Commissioner Vice Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th Day of April 2026 with ___ Aye Votes and ___Nay Votes, the aforesaid Resolution 2026-12 passed.

John Hoatson, Town Manager



Security Service Agreement

This Security Services Agreement (“Agreement”) is entered into by and between Last Watch Security LLC (“Provider”) and Town of Cottage City (“Client”) for the provision of overnight security patrol services.

1. Details:

Service Location:

Town of Cottage City, Maryland

Service Type:

Dedicated Overnight Residential Patrol Services

Service Schedule:

Initial discussions have contemplated overnight patrol coverage from 11:00 PM to 7:00 AM, seven (7) days per week, unless otherwise agreed to in writing by both parties.

Personnel and Equipment:

One (1) dedicated uniformed security officer assigned to a marked patrol vehicle, unless otherwise agreed to in writing by both parties.

2. Scope of Services:

The Provider shall furnish professional security personnel to conduct active patrols throughout the Town of Cottage City, with a primary focus on residential neighborhoods and areas identified by the Client.

Services include, but are not limited to:

- Conducting proactive patrols throughout designated residential areas,
- Providing a visible deterrent presence using a marked patrol vehicle,
- Monitoring suspicious activity, trespassing, theft, vandalism, or other criminal activity,
- Paying particular attention to vehicle-related crimes, including stolen vehicles and attempted vehicle thefts,

- Observing and reporting suspicious persons, vehicles, or activity,
- Responding to residents' concerns when appropriate,
- Coordinating with Cottage City Police Department, when necessary,
- Documenting incidents, patrol activity, and notable observations, and
- Providing daily activity logs and incident reports to designated Town representatives.

2.1 Patrol Expectations

Security personnel shall remain actively engaged in patrol duties throughout the shift and shall not remain stationary except as reasonably necessary for observation, report writing, breaks, vehicle fueling, or response to incidents.

Patrol routes, emphasis areas, and reporting requirements may be adjusted periodically by mutual agreement based on crime trends, resident concerns, seasonal activity, or direction from the Client.

2.2 Use of Force and Authority Limitations

Security personnel provided under this Agreement are not law enforcement officers and have no authority to arrest, detain, or use force except as permitted by applicable law.

Security personnel shall prioritize observation, reporting, visible presence, verbal engagement, and immediate notification to law enforcement when appropriate.

Any use of physical force shall be limited to reasonable force solely in self-defense or defense of others when necessary.

Nothing in this Agreement shall be construed as requiring security personnel to physically intervene in criminal acts, violent incidents, or confrontations.

2.3 Personnel Assignment and Substitution

The Provider reserves the right to assign and substitute qualified security personnel as necessary due to illness, emergency, scheduling changes, call-outs, or operational needs. As time allows, any substitution requires prior written notice to the Town and confirmation that the replacement officer meets all Maryland State Police certification, background-check, and training requirements.

2.4 Qualifications of Personnel

All security personnel shall be fully certified by the Maryland State Police as security guards, shall have successfully completed a fingerprint-based background check (i.e., Livescan), and shall maintain current training. Provider shall provide proof of certification upon request.

2.5 Performance Standards and Remedies

If coverage is not provided for any full shift, the Town may deduct 100% of that shift's cost or receive a credit. Repeated failures (3 or more missed shifts in any 30-day period) constitute a material breach allowing immediate termination.

3. Term of Agreement:

This Agreement shall commence on _____ ("Effective Date") and shall continue on an ongoing basis unless terminated in accordance with this Agreement.

4. Fees and Payment

Terms: **Hourly Rate:**

\$31.00 per hour

The hourly rate includes one dedicated security officer and one marked patrol vehicle.

Billing:

Services will be invoiced on a monthly basis unless otherwise agreed to in writing.

Payment Terms:

Invoices are due within thirty (30) days of receipt.

The Provider reserves the right to suspend services for non-payment.

4.1 Additional Services

Any request for additional officers, special event coverage, traffic control, holiday coverage, emergency response, extended hours, or expanded patrol areas shall require advance written notice and mutual written agreement.

Rates for such services may differ from the standard patrol rate.

5. Client Responsibilities:

The Client agrees to:

- Identify any areas of concern, crime trends, or special patrol priorities,
- Provide any post instructions (i.e., written, site-specific directions), maps, or contact information reasonably necessary for service delivery,
- Notify the Provider of community events, elevated risks, road closures, or unusual circumstances that may impact patrol operations, and
- Designate a primary point of contact for communication regarding services.

6. Termination Policy:

Either party may terminate this Agreement for convenience with thirty (30) days' written notice.

The Provider may terminate this Agreement immediately in the event of:

- Non-payment,
- Unsafe working conditions,
- Illegal activity,
- Material breach of this Agreement, or
- Conditions that require a level of staffing, equipment, or law enforcement response beyond the scope of this Agreement.

7. Limitation of Liability:

Notwithstanding any other provision in this agreement, the Provider shall have liability for any damages arising out of its gross negligence, willful misconduct, or intentional acts. Nothing in this agreement shall limit the Provider's liability for such acts. Consequential damages are not waived. The Client acknowledges that security services are intended to reduce risk and deter criminal activity, but the Provider does not guarantee that crimes, losses, or incidents will not occur.

8. Indemnification:

The parties agree to mutual indemnification. Each party shall indemnify, defend, and hold harmless the other party, its officers, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to its own negligence, willful misconduct, or breach of this agreement.

In addition, the provider shall indemnify the Town for any claims arising from the provider's (or its employees') acts, omissions, failure to perform, or violations of law. This indemnification shall survive termination of this Agreement.

9. Insurance:

The Provider shall always maintain the following insurance with minimum limits:

- Commercial general liability: \$1,000,000 per occurrence / \$3,000,000 aggregate,
- Automobile liability: \$1,000,000, and
- Workers' compensation: statutory limits.

The Provider shall name the Town of Cottage City, its officers, employees, and agents as additional insured on all policies. A certificate of insurance meeting these requirements shall be provided to the Town prior to the start of services and annually thereafter.

10. Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

10.1 Venue and Jurisdiction:

Any legal action arising out of or relating to this Agreement shall be brought exclusively in the courts located within the State of Maryland.

11. Additional Provisions

11.1 No Assignment

This agreement may not be assigned or subcontracted without the Town's prior written consent.

11.2 Audit Rights

The Town may audit the provider's records related to billing and service delivery upon ten (10) days' written notice.

11.3 Force Majeure

Neither party shall be liable for delays caused by events beyond its reasonable control (such as acts of god, war, or government action), provided prompt written notice is given and the affected party uses reasonable efforts to resume performance. Payment obligations are not excused.

12 Entire Agreement:

This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions or representations. Any modifications must be in writing and signed by both parties.

Client Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Authorized Representative Signatures:

TOWN OF COTTAGE CITY

Client Signature: _____ Date: _____

LAST WATCH SECURITY LLC

Provider Signature: Edwin Johnson Date: 04/01/2026



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722

April 8, 2026

National Fish and Wildlife Foundation
177 Admiral Cochrane Drive
Annapolis, MD 21401

Re: Support for SPACES – Community-Based Flood Mitigation and Green Infrastructure Planning

Dear Review Committee,

I am writing on behalf of the Town of Cottage City to express our strong support for the SPACES project. This initiative represents an important opportunity to advance practical, community-driven solutions to the persistent flooding challenges affecting our town and the broader Port Towns region.

Cottage City faces ongoing stormwater management issues that impact our streets, homes, and public spaces. These challenges are closely tied to conditions in neighboring municipalities, reinforcing the need for a coordinated approach that reflects the shared nature of our watershed and infrastructure systems.

What makes SPACES particularly valuable is its commitment to grounding technical analysis in real community experiences. By engaging residents directly and incorporating their knowledge into mapping, assessment, and planning efforts, the project will produce solutions that are not only effective, but also realistic and supported by those who will rely on them.

The project's focus on identifying green infrastructure opportunities at both the household and community levels is especially meaningful. Many of our residents are eager to be part of the solution but need guidance, resources, and clear information to take action. SPACES will help bridge that gap by providing education, site-specific recommendations, and a pathway toward implementation.

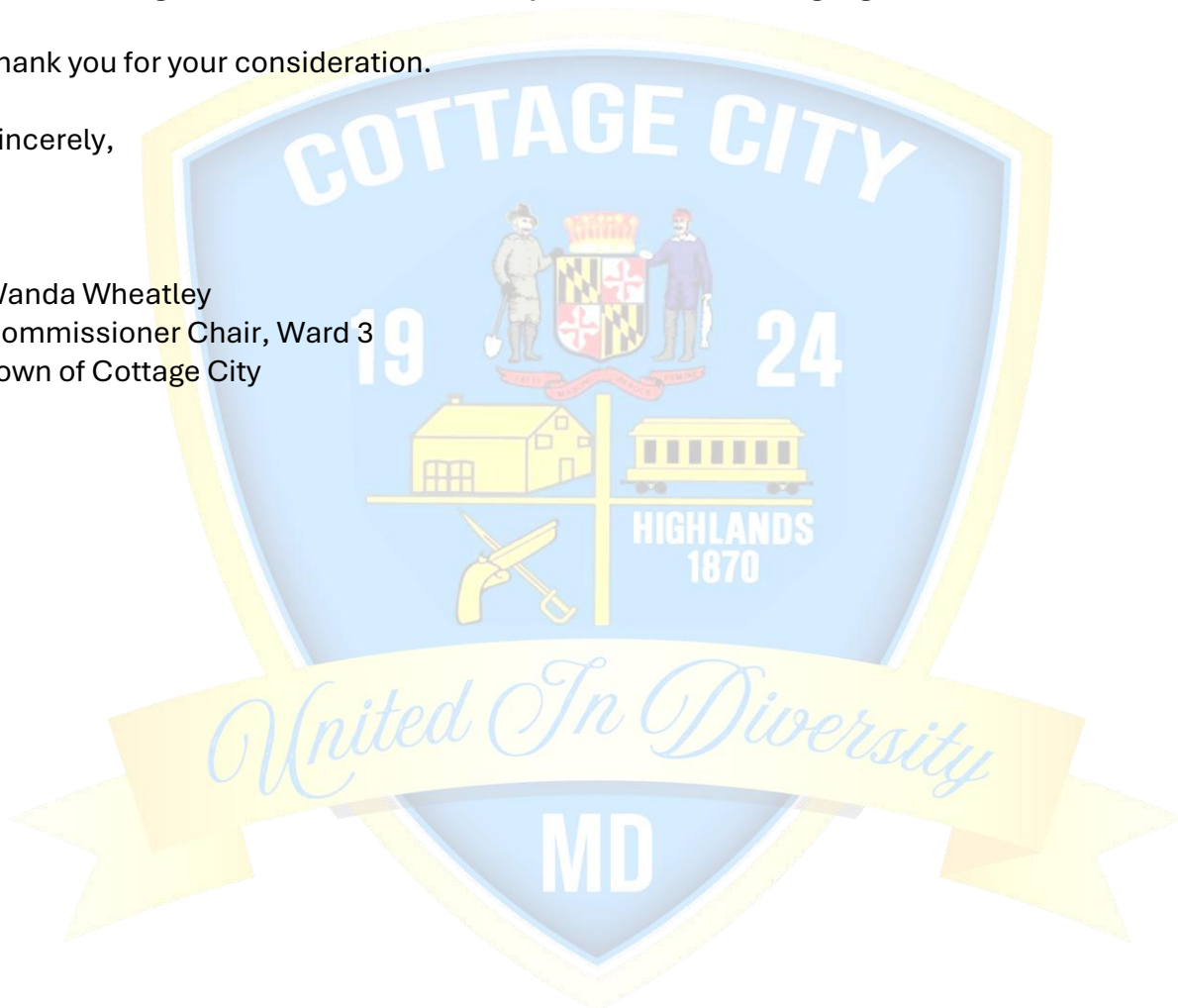
We also recognize the long-term value of the project in positioning Cottage City to access additional funding and advance priority projects. The development of a clear, data-informed framework will strengthen our ability to plan, invest, and collaborate more effectively.

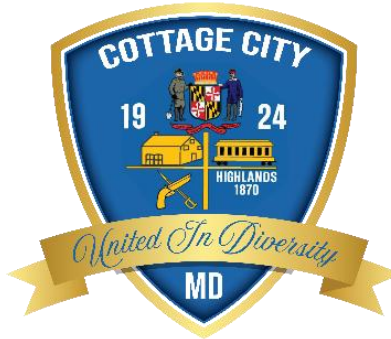
The Town of Cottage City looks forward to working with the project team and regional partners to ensure the success of this effort. We fully support SPACES and believe it will deliver lasting benefits for our community and the surrounding region.

Thank you for your consideration.

Sincerely,

Wanda Wheatley
Commissioner Chair, Ward 3
Town of Cottage City





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

MEMORANDUM

To: Cottage City Commission

From: John Hoatson

Date: April 2, 2026

Subject: Purchase of Replacement Flagpoles at Town Hall

The purpose of this memorandum is to request approval for the purchase of four (4) new flagpoles for use within Cottage City.

The proposed flags to fly at Town Hall include:

- Maryland State Flag
- Cottage City Flag
- Tree City USA Flag
- Specialty Flag (to be rotated monthly, such as Pride, Juneteenth and Black History Month)

The United States Flag is already on a larger pole that does not need replacing.

Each flagpole is priced at \$482.00, for a total cost of \$1,928.00 for four (4) poles.

These will be purchased online at Flag Store USA: Family run with quality, patriotism and pride.

Flagpole Specifications and Features:

- Made in the USA
- Available heights: 15'
- Available colors: Silver
- Lifetime warranty
- Constructed of high-strength aluminum alloy (6000 series with T6 temper)
- 15' poles: 14-gauge aluminum
- 20' and 25' poles: 12-gauge aluminum with .080 wall thickness
- Anodized aluminum (20' and 25' poles) with a 3" bottom diameter (15' pole is 2.5")
- Wind rating up to 75 mph
- Easy Lock System (no push pins required)
- Stainless steel hardware and flag snaps
- Maintenance-free design
- Portable and collapsible (20' pole collapses to approximately 7.5 feet)

Flagpole Kit Includes:

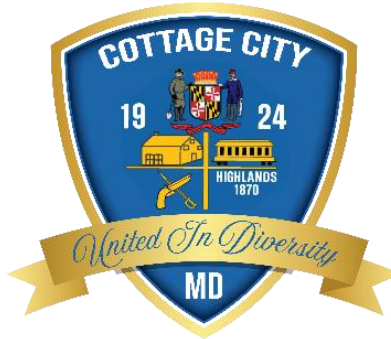
- Aluminum flagpole
- Swivel rings (for one or two flags, including half-mast display)
- Stainless steel snaps
- Ground sleeve
- Gold anodized ball topper
- Instruction sheet and warranty card

Included Flags:

- 15' poles include a 3' x 5' embroidered nylon flag

These flagpoles will enhance the appearance of the Town while allowing for the display of important state, municipal, environmental, and cultural observances throughout the year.

Your consideration and approval of this purchase are respectfully requested.



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

MEMORANDUM

TO: Cottage City Commissioners

FROM: Town Manager

DATE: April 8, 2026

SUBJECT: MML Summer Conference Registration, Hotel and Per-Diem

This memo is to provide information regarding the upcoming Maryland Municipal League (MML) Summer Conference, which will be held in Ocean City, Maryland from June 13 through June 17.

The Summer Conference offers valuable training sessions, workshops, and networking opportunities that are beneficial to the continued growth and effectiveness of our Town leadership. Attendance is recommended for all five Commissioners, as well as Chief Martini and Town Manager Hoatson, to ensure we remain informed about the best practices, legislative updates, and municipal operations.

The following items are presented for your consideration and approval:

Conference registration for all attendees – \$765.00 X 7 = \$5,355.00

Hotel accommodations:

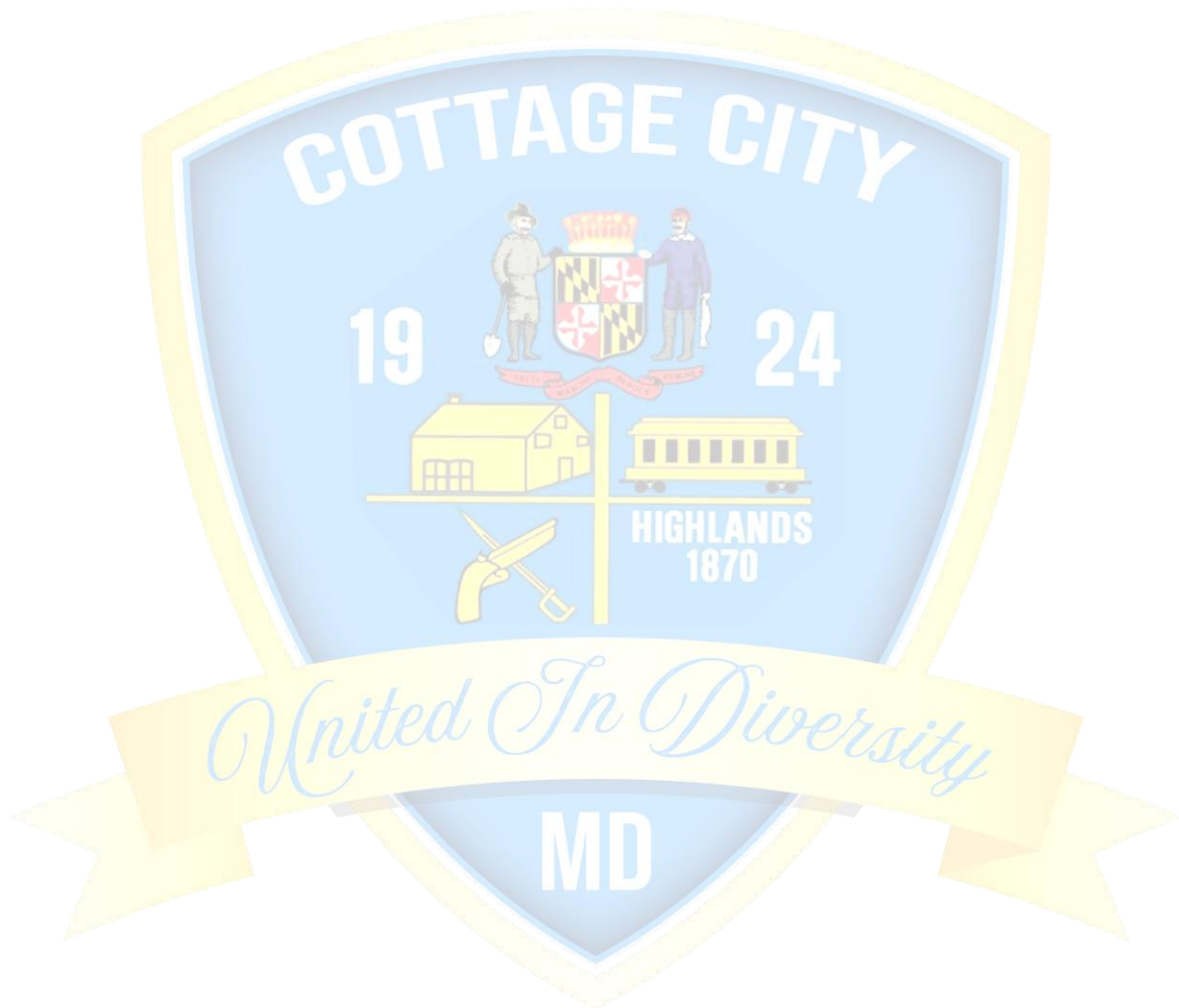
Hamton Inn & Suites: 4301 Coastal Highway Ocean City, Maryland 21842 – \$1,141.00

Best Western Ocean City Hotel & Suites: 5501 Coastal Highway, Ocean City, Maryland 21842 – \$3,696.00

Per-Diem Checks: 485.90 X 7 =\$3,395.00

****Grand Total: \$13,587.00**

Participation in this conference will provide important training and development opportunities that directly support our ability to serve the residents of Cottage City effectively.





Arbor Day
Foundation®

Arbor Day Proclamation



Item # 35.

TREE CITY USA®

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, the holiday called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, trees are renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our Town increase property values, enhance the economic vitality of the business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal,

Now, therefore, We, The Commission of The Town of Cottage City, do hereby proclaim, Friday, April 24, 2026, as Arbor Day in The Town of Cottage City, and we urge all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands, and

Further, We urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 8th Day of April, 2026.

Wanda Wheatley
Commissioner Chair, Ward 3

Julia Salsich
Commissioner, Ward 1

Reney Henerson, Sr.
Commissioner, Ward 2



Demetrius Givens
Commissioner, Ward 4

John Brooks
Commissioner, At-Large



Wes Moore, Governor
Aruna Miller, Lt. Governor
Kevin Atticks, Secretary
Steve Connelly, Deputy Secretary

Mosquito Control Section
8071 Greenmead Drive
College Park, Maryland 20740
Email: cp.mosquitocontrol@maryland.gov

(301) 422-5080
(301) 422-0502
(888) 523-0256
Office
Fax
Toll Free

College Park Maryland Regional Mosquito Control Office

Serving Prince George's, Howard and Montgomery Counties
2026 Mosquito Season

January 2, 2026

Dear Homeowner Association/or Homeowner:

This letter is to inform your Association and the residents in your community of Mosquito Control Services that will be offered by the Maryland Department of Agriculture, in cooperation with your County Government, for the 2026 Mosquito season.

We would like to express our gratitude for being a valued customer of the Maryland Department of Agriculture, Mosquito Control Section over the years. Your Participation in the mosquito control program has always been of great importance to us, and we hope that we have been able to provide you with excellent mosquito control services throughout your county.

Surveillance will be conducted in participating communities to monitor populations of mosquito larvae and adults.

In anticipation that mosquitoes will be at a normal nuisance level as this past year, we must plan ahead for Adult mosquito service which consists of surveillance to monitor and spraying to control adult mosquito populations.

The Mosquito spray program consists of two parts:

LARVICIDING – starts March time-frame through end of late September/or sometimes early October. This is depended upon how bad the mosquitoes are. Larviciding is conducted between the hours of 8:00 am and 4:30 pm, Monday through Friday. If you are having issues with mosquitoes, you can call the office on (301) 422-5080 and submit a mosquito complaint or online by accessing [Mosquito Control \(maryland.gov\)](https://mosquitocontrol.maryland.gov). Larviciding is conducted by trained and experienced day shift personnel that can treat standing water problems with dry chemicals and liquid chemical for the ditches.

- There is no charge to the community or individual to come out and treat residence, ponds or look for mosquito breeding areas. The county/state picks up all of the bills associated with Larviciding activities.
- If you have a storm water retention pond that occasionally fills up with water and it takes a while for the water to dry up or drain out, we can treat it with dry chemicals. The Altosid Briquettes we use are water activated. Meaning as long as they are submerged in water they can release the growth inhibitor into the water that is present. Once the area dries the briquette will stop releasing the chemical and will wait for it to be submerged again to reactivate. The Altosid comes in 2 kinds, 30 day Altosid will last for 30 submerged days and 150 day will last for 150 submerged days.
- If you have a pond that has fish in it, we can't treat that. The chemicals can have adverse effects on the fish that are in the pond, and most small fish will naturally help control mosquito larvae by eating the larvae. We can, however, place Gambusi (pronounced, Gam-Boo-C) fish into the pond from another stocked pond, if the technician feels that the area is appropriate for sustaining their life. Gambusi are voracious feeders and enjoy a good mosquito larvae buffet.
- If we have to treat the pond with chemicals it is safe for animals and children, unless they somehow get a hold of the actual briquette and ingest it. If this happens, they need to immediately contact the Maryland Poison Control hotline for medical assistance. If a pond or area of water has been treated the water is safe for ingestion and contact with humans or animals. The briquettes can be used in large watering

troughs for animals without concern.

ADULTICIDE – Regular season starts the last week of June through end of September. This is depended upon how bad the mosquitoes are. **We also offer early Adulticide service in early May upon request.** The driver will begin spraying between the hours of 6:00 pm and 12:00 am, Monday through Friday.

- A budgetary cost estimate is provided. **No changes to the estimate will be accepted. The amount indicated on the form is an “Estimate only”. The final invoice could exceed this estimate.** If the community agrees, my office will provide the necessary forms that will need to be completed, signed and returned. These forms can be mailed, faxed to (301) 422-5080 or emailed to cp.mosquitocontrol@Maryland.gov. There is no upfront cost. The 2025 bill is due in full around the end of Feb/March timeframe 2026. An invoice will come from Prince George’s, Howard and or Montgomery County Commissioner’s Budget office for payment and will be expected to be paid in full by May 31, 2027 depending on your county area.
- Communities can sign up for the mosquito spray program by contacting the College Park Mosquito control office on (301) 422-5080, Monday – Friday between the hours of 8:00 am until 4:30 pm.
- The community program is a weekly program. Each week the driver will come out on the community’s assigned day and see if conditions are correct for effective mosquito spraying that day.
- We are unable to spray when temperatures are over 90 degrees; if winds are above 10 mph; if it is raining; if the air quality is code Red and if they don’t get mosquito count of 3 mosquitoes within two minutes.
- The chemical (Permanone 30/30) used to spray using ultra high volume air and poses very little threat to most people and pets. Enclosed please find copies of the material safety data sheet and the chemical information sheet provided by Clarke Mosquito Control Product’s, Inc. who manufacture the chemical solution Permanone 30+30 that the Maryland Department of Agriculture Mosquito Control Division uses to spray for the control of adult mosquitoes. This chemical solution is a 4 to 1 mixture (4 parts mineral oil to 1 part chemical). This formulation is at the lowest possible toxicity level possible to still be effective in the control of adult mosquitoes. We have used this EPA approved chemical solution to control adult mosquitoes for at least the past 10 years.

The most effective way to controlling mosquitoes in your neighborhood is at the community’s level. We encourage home and property owners to be proactive in their efforts to control adult mosquitoes by flushing birdbaths and containers under potted plants at least twice a week, properly disposing of old/unused tires, keeping roof gutters and downspouts clean, turning over wheelbarrows, canoes, pails, trash can lids and any other objects that may hold water (including items stored under decks and porches), repairing dripping outdoor faucets, and draining water from tarps and grill covers. Communities are encouraged to report areas of stagnant water to the Mosquito Control office.

If you have further questions or concerns, or would like to schedule a meeting or an inspection, please feel free to call me at office on (301) 422-5080 or email us at cp.mosquitocontrol@maryland.gov. I look forward to working with the community association members and the residents of your community this upcoming season.

Sincerely,
Omari Bennett
8071 Greenmead Drive
College Park, Maryland 20740

**STATE OF MARYLAND
DEPARTMENT OF AGRICULTURE
Mosquito Control Section**

**APPLICATION FOR
COMMUNITY-WIDE ADULT MOSQUITO CONTROL SERVICES
2026 Season**

Please note: **All requested information and forms MUST BE completed and attached.** Processing Your Community Application Will Be Delayed If Appropriate Materials are not completed and attached.

County: _____

Community Name: _____

Name of Community Representative: _____

Address of Community Representative:

Street: _____

City: _____

Zip: _____

State: _____

Telephone Number of Community Representative: _____

COMMUNITY APPLICATION FOR ADULT MOSQUITO CONTROL

Prince George's County - Season 2026

The community of _____ located in Prince George's County, applies to be included in the cooperative mosquito control program for the 2026 season. **The undersigned community representative agrees to notify all community members of the community's participation in the mosquito control program, Mosquito Control Program Information, Policy on Objection to Adult Mosquito Control Services, and the night of the week they may be sprayed.** (The community will provide a copy of the exemption policy and form to those desiring to be excluded from the ULV spray program.) The community agrees to allow access by MDA personnel to conduct mosquito control activities¹. The community agrees to assist mosquito control efforts by promoting good land use planning and community clean-ups to reduce areas of stagnant water that provide habitat for larval mosquitoes.

Community Appropriation Amount

(See letter for suggested appropriation)

\$ _____

Community Representative

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____

E-mail: _____

Method of notifying community: _____

Signature (Community Representative)

*** I have read and understand the Mosquito Control Program Information and the Adult Mosquito Control Objection Policy. I will Inform all residents of these Policies by using the method I have indicated above***

Please Choose One:

- ☐ Attached is a map of your community on which the boundaries and all roads to be included in the spray program have been clearly marked.
- ☐ A community map is on file with the mosquito control office from 2025, or prior season, and the community boundaries have not changed.

*****In the event of unscheduled spray activities in your community, our office will notify you via email. On the line below, please provide the email address for the point of contact responsible for notifying the members of your community that may be impacted. *****

Email Address

¹For information on mosquito control activities please refer to the attached "Mosquito Control Program Information" or visit our website http://mda.maryland.gov/plants-pests/Pages/mosquito_control.aspx

MUTUAL EXCLUSION CLAUSE: This agreement can be ended by either MDA or the above-named community at any time.

MARYLAND DEPARTMENT OF AGRICULTURE OFFICE OF PLANT INDUSTRIES AND RESOURCE CONSERVATION MOSQUITO CONTROL

1. Due to an increase in requests for service, participation in the Mosquito Control Program will be on a first come, first serve basis.
2. If available, the Maryland Department of Agriculture would appreciate receiving one or more maps of your community, clearly outlining the area to be serviced, unless previously provided.
3. Please send original application to: Maryland Department of Agriculture
Mosquito Control Section
8071 Greenmead Drive
College Park, MD 20740
OR email to: cp.mosquitocontrol@maryland.gov

Send one copy of the application to: Department of the Environment
Attn: Admin. Services- Mosquito Control
1801 McCormick Drive, Suite 500
Largo, MD 20774
OR email to: aeedwards@co.pg.md.us

Keep one copy of these documents for your records.

4. Please fill out the section below.

PERSON TO CONTACT IN YOUR COMMUNITY FOR THE MOSQUITO CONTROL PROGRAM:

Name: _____ Date: _____

Address: _____ City: _____ Zip Code: _____

Participating Community: _____

Home Phone No: _____ Business Phone No: _____

PERSON TO CONTACT IN YOUR COMMUNITY FOR THE MOSQUITO CONTROL PROGRAM:

Name: _____ Date: _____

Address: _____ City: _____ Zip Code: _____

Participating Community: _____

Home Phone No: _____ Business Phone No: _____