



Regular Town Hall Meeting Agenda

Wednesday, November 12, 2025 at 7:00 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted as a Zoom Webinar:

<https://us02web.zoom.us/j/89734157861?pwd=MF6dcJP7JrcwJp1dmHzDj2ERIPvdU4.1>

Webinar ID: 897 3415 7861 Passcode: 771384

Call to Order and Roll Call

Pledge of Allegiance

Review of Agenda

Public Comments

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

Consent Agenda

1. Approval of Minutes (September) (October Forthcoming)
2. Approval of Financials (October)
3. Public Safety Report (Oral Report)
4. Public Works Report (Oral Report)

Commissioner Reports

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

Old Business

10. Ordinance 2025-03: Street Sweeping (3rd Reading & Commission Vote)
11. Sunrise Solution Protection & Agreement Renewal (Town Telephone System) (Commission Vote)
12. CivicPlus Statement of Work For Town Website (Commission Vote)
13. Increased Donation For The Brentwood Volunteer Fire Department (Commission Vote)
14. Community Garden Petty Cash Discussion (Commissioner Discussion)

15. Financial Assistance For Cottage City Residents Impacted By The Government Shutdown / Furlough. (Commission Discussion)

16. Reading Of The Municipal Government Works Proclamation

17. Reading of the Ruby Bridges Walk to School Proclamation

New Business

18. Compost Extension (Commission Discussion & Vote)

19. Town of Cottage City Retreat (Commission Vote)

20. PGCMA Legislative Holiday Celebration (Commission Vote)

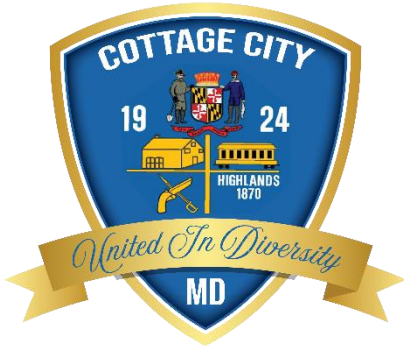
21. Indivisible Rt 1 Corridor (R1C), PG Immigrants' Rights Collective (PG IRC), & Food Justice DMV Food Drop Off Site (Commission Discussion)

Updates

22. Town Manager Update

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.



September 2025 Work Session Minutes

Tuesday, September 2 , 2025, at 6:30 PM

Virtual Only Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting was hosted on Zoom:

<https://us02web.zoom.us/j/86040053579?pwd=weTzoxMYPN5WgYyPY6S5Vfr9KISofU.1>

Phone: 301-715-8592 | Meeting ID: 839 1635 4066 | Passcode: 994069

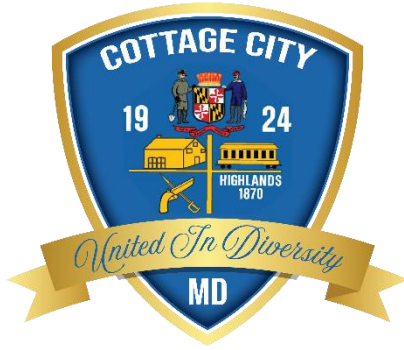
Call to Order at 6:30 PM

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. Ms. Denise Hamler – resident
8. Ms. Lourdes Solk – Regional Manager for the Prince George’s County Department of Parks and Recreation

Agenda

1. **Call to Order (00:16)**
2. **Parks and Recreation (02:38)**
Ms. Lourdes Solk, Regional Manager for the Prince George’s County Department of Parks and Recreation introduced herself and her portfolio, along with the facility directors for three surrounding community centers, Chris Kwashi from Langley Park Community Center, Jessica LeSaith, Assistant Facility Director at Langley Park Community Center, and Jacqueline Menjivar, Assistant Facility Director of the North Brentwood Community Center.
3. **Interruption/Adjournment (11:30)**
The meeting was interrupted by hackers who inserted profanities into the chat and otherwise interrupted the flow of the meeting. Meeting was abruptly shut down.



September 2025 Regular Town Meeting Minutes

Wednesday, September 10, 2025, at 6:30 PM

Virtual and In-Person Meeting

3820 40th Avenue Cottage City, Maryland 20722

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

https://us02web.zoom.us/recording/detail?meeting_id=UtlF42KZQ92jEO3D7DzPUA%3D%3D

Phone: 301-715-8592 | Meeting ID: 873 6406 8784 | Passcode: 994069

Call to Order at 7:10 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 Thompson – Acting Chief of Police
8. Mohin Uddin - Businessman
9. Denise Hamler – Resident
10. Bill Kopecki – Resident

Agenda

1. **Call to Order and Recital of the Pledge of Allegiance (29:26)**
2. **Public Safety Report (31:44)**

Acting Chief David Thompson presented the July and August monthly crime statistics.

- July – 80 calls for service
 - 1 assault report
 - 8 disorderly calls
 - 1 family dispute
 - 1 hit-and-run
 - 1 loud music complaint
 - 1 pedestrian struck
 - 1 stolen vehicle
 - 2 suspicious persons
 - 2 thefts from auto

- 1 theft report
- 1 trespassing complaint
- 7 unknown trouble calls
- No arrests
- August – 81 calls for service
 - 12 911 disconnect calls
 - 8 accidents calls
 - 1 attempted suicide
 - 9 disorderly calls
 - 1 family dispute
 - 4 hit-and-run
 - 5 miscellaneous police incidents
 - 1 noise complaint
 - 1 suspicious person
 - 1 property damage
 - 1 suspicious auto
 - 1 suspicious person
 - 2 thefts from auto
 - 1 theft
 - 3 traffic complaints
 - 4 trespassing complaints
 - 7 unknown trouble

Acting Chief Thompson also addressed the concern that Cottage City Police vehicles were parked at Liberty Gas Stations. They are there for oil changes and that can take three days or longer. Prince George's County Fleet Maintenance is very far behind schedule, so it had been approved to use the mechanic at Liberty. Acting Chief Thompson has also adjusted his schedule to be available more at late nights.

Acting Chief Thompson also noted there would be increased attention paid to out-of-state cars parked on the street. No tickets can be issued under existing law. Any unregistered cars must be covered. The erratic flashing stop sign will be addressed; it's possible that the solar panel is not getting enough light because of its position under a tree.

3. **Parks and Planning (47:51)**

Presentation to be tabled until October meeting.

4. **Public Works (48:38)**

Commissioner Givens will provide a full report next week, but Jorge has been making daily progress. Street sweeping pilot program has begun. Discussion of a salt spreader needs to be tabled until next month as the estimates have not yet come in. Weed block for the tot lot might cost \$1,100.

5. **Consent Agenda (56:44)**

Commissioner Brooks proposed a motion for approval of the minutes for the July work session, regular July Town Meeting, July and August financial statements. Commissioner Givens seconded the motion. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

6. **Commissioner Reports (57:30)**

Ward 1 – Commissioner Salsich – Nothing to report
 Ward 2 – Commissioner Henderson – Nothing to report
 Ward 3 – Commissioner Wheatley - Nothing to report
 Ward 4 – Commissioner Givens - Nothing to report
 At-Large – Commissioner Brooks – Working to compile a list of drains to have the county clean them biannually. Also working with the Mayor of Colmar Manor to make a camping trip. Wants a town meeting to be called to discuss direction of Chesapeake Bay grant.

7. Presentation – Convenience Store (1:00:40)

Presentation from Mohin Uddin on proposed 24/7 convenience store at 3800 Bladensburg Road, which will eventually morph into a gas station as well. There are employment opportunities and taxes that will come in. This is the same company as Speedmart in Temple Hills. Concerns over parking and cutting through the parking lot will be addressed. Concerns of tobacco sales raised. Suggestion of an information session to discuss this with residents.

8. Presentation – Cottage City Business Inventory (1:28:22)

Presentation from Denise Hamler regarding inventory of properties and businesses along the Bladensburg Road corridor. She presented two PowerPoint slide decks and included addresses, names of businesses, and some notes. General trend is that maintenance, landscaping, and environmental impact are poor. Many abandoned or vacant properties. Challenge presented to code enforcement and the commission to crack down and make sure everything is cleaned and better maintained. Commissioner Givens suggested a Cottage City Development Committee with Commissioner Brooks and Commissioner Wheatley concurring. Commissioner Henderson suggested that code enforcement could be a major priority for the incoming police chief.

9. Old Business (2:00:47)

Resolution 2025-08, Budget Amendment for FY26, amending additional community garden ARPA and Port Towns CDC expenditures totaling \$26,448. Commissioner Brooks moved to approve. Commissioner Henderson seconded. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

Grant manager addendum to existing contract with Alta CPA Group, adding \$7,740 to the contract term to add John O' Connor's services until June 30, 2026, cancellable with 30 days' notice. The plan would be to replace him with a circuit writer next year. Commissioner Brooks moved to approve. Commissioner Givens seconded. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

New BCCE Port Town Community Development Corporation (CDC) needs one resident and one commissioner to serve on the Board. Commissioner Wheatley volunteered, Denise Hamler's name was suggested for the resident but the position will be broadcast more broadly to give more residents the chance to participate.

Peake Technology proposed two items. Upgrades from Windows 10 to Windows 11 on ten computers for \$3,500 and new desktop for the Town Manager for \$1,240.61. Commissioner Brooks moved to approve. Commissioner Henderson seconded. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion passes without nays or abstentions.**

Brentwood Volunteer Fire Department and End Time Harvest Ministries approached the Commission for an additional monetary donation from the town. Discussion tabled until another meeting.

Three applicants for the Town of Cottage City \$2,500 scholarship, Jevaughni Gray, Elizabeth Hernandez, and Alison Nahuacatl. Commissioner Brooks moved to give Alison Nahuacatl the full amount of the scholarship. Commissioner Henderson seconded. **Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Abstains & Brooks-Aye. Motion passes with four ayes and one abstention.**

The Town Manager informed the Commission that the 43rd Avenue curb and gutters is progressing well.

10. Public Comments (2:34:40)

Mr. Bill Kopecki asked about the excess water entering his property at 3718 40th Avenue. Town Manager will address next week.

Cottage City acknowledges Hispanic Heritage Month. Events schedule will be posted to town website and social media as well as emailed through Constant Contact.

Cottage City will be honoring POW-MIA with a Missing Man Table on September 19. Information on website about it.

11. Adjournment (2:38:57)

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The motion to adjourn was made at 9:20pm by Commissioner Givens and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, and Brooks-Aye. Motion passes without nays or abstentions.



September 2025 Special Town Meeting Minutes

Tuesday, September 16, 2025, at 6:30 PM

Virtual and In-Person Meeting

3820 40th Avenue Cottage City, Maryland 20722

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

https://us02web.zoom.us/rec/share/E-5TILHzLU8GQnYjclA3joZfjytGzzvRMBHKwk49dlhHzq9v70HgtWQAOB3qya2v.4FB_F_m6lzXuxEw2?startTime=1758061835000

Phone: 301-715-8592 | Meeting ID: 873 4371 5803 | Passcode: 8LJa?N.M

Call to Order at 6:30 PM

Attendees

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

Agenda

1. **Call to Order and Roll Call (00:18 – First Audio Recording of this Session)**
2. **Motion to Suspend Rules (01:03 – First Audio Recording of this Session)**

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

3. **Speed Camera Enforcement (01:38 – First Audio Recording of this Session)**

New law, HB182 – Tiered Penalty Schedule for Speed Monitoring Systems, going into effect October 1, 2025. Town could approve new graduated penalty schedule depending on excessiveness of speed or keep current flat \$40 penalty. Discussion ensued as to whether the town should impose the maximum fees per HB182 or create a different fee structure, and what that fee structure should be.

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

- 12 to 15 miles per hour over posted speed limit - \$40 fine

- 16 to 19 miles per hour over posted speed limit - \$70 fine
- 20 to 29 miles per hour over posted speed limit - \$100 fine
- 30 to 39 miles per hour over posted speed limit - \$200 fine
- 40 to 49 miles per hour over posted speed limit - \$300 fine

4. Change Order for Construction on 43rd Avenue Alley (21:33 – First Audio Recording of this Session)

There was a proposal from SFMS to extend the curb and gutter to the end of the 43rd Avenue alley that would add an additional \$10,320.09 to the existing contract, bringing the total to \$314,420.35. The reason for this proposal was to make the curb more uniform and aesthetically pleasing. CDBG funds to be used for this project.

The motion to move forward with SFMS change order number 1 to add \$10,320.09 to the contract, bringing the total revised amount to \$314,420.35, was proposed by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-absent, Henderson-aye, Wheatley-aye, Givens-aye, Brooks-aye. Motion passes without nays or abstentions.

5. Public Comments (27:16 – First Audio Recording of this Session)

None.

6. Move to a Closed Session (28:19 – First Audio Recording of this Session)

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

The motion to move to a closed session was made at 6:59 PM by Commissioner Givens and seconded by Commissioner Brooks. Salsich-absent, Henderson-aye, Wheatley-aye, Givens-aye, Brooks-aye. Motion passes without nays or abstentions.

7. Report from Closed Session (00:03 – Second Audio Recording of this Session)

Commission did discuss personnel matter involving one employee and agreed to pay the legal expenses part of the ongoing case and also a matter of a salary increase for a current employee. The Commission also discussed the scholarship which will be discussed at a future open meeting.

8. Adjournment (02:24 – Second Audio Recording of this Session)

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The motion to adjourn was made at 7:32 PM by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-absent, Henderson-Aye, Wheatley-Aye, Givens-absent, and Brooks-Aye. Motion passes without nays or abstentions.

Town of Cottage City

Item # 2.

Balance Sheet

As of October 31, 2025

	TOTAL	
	AS OF OCT 31, 2025	AS OF OCT 31, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	303,183.73	548,899.46
1010 Savings - Capital One	5,195.77	5,189.69
1014 US Bank x5954	12,575.00	12,725.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	754,208.69	726,633.28
1060 Truist MM x4603	101,962.15	101,952.77
1061 Truist Operating Checking x1118	649,215.20	363,127.16
1062 Truist Public Fund Checking x6369	73.46	238.46
1065 Capital One CD	98,967.97	98,967.97
1071 Bill.com Money In Clearing	7,263.81	
1072 Bill.com Money Out Clearing	-936.00	1,135.25
Total Bank Accounts	\$1,932,175.81	\$1,859,335.07
Accounts Receivable	\$108,121.18	\$73,728.65
Other Current Assets	\$61,342.00	\$55,667.00
Total Current Assets	\$2,101,638.99	\$1,988,730.72
TOTAL ASSETS	\$2,101,638.99	\$1,988,730.72
LIABILITIES AND EQUITY	\$2,101,638.99	\$1,988,730.72

Town of Cottage City

Item # 2.

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

July - October, 2025

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue	16,274.66	
4005 Real Estate Taxes - Residential	532,495.41	466,257.00
4006 Real Estate Taxes - Commercial		402,087.00
4015 Personal Property Taxes	53,077.04	40,000.00
4025 Income Tax	19,935.61	105,000.00
4030 Highway User Tax	13,640.50	54,311.00
4035 Fines & Forfeitures	46,093.74	8,000.00
4040 Red Light Camera Fines	12,499.54	50,000.00
4041 Speed Camera Fines	156,566.29	300,000.00
4055 Franchise Fees (Cable TV)	4,112.58	18,000.00
4065 Licenses - Town	3,369.31	7,000.00
4075 Permits	50.00	
4085 Police Aid	7,564.70	26,550.00
4095 Interest Income	10,816.23	25,000.00
4102 Town Hall Rental	-250.00	1,800.00
4107.1 Donations	3,572.55	3,000.00
4200 Miscellaneous	491.67	
Total 4000 Operating Revenue	880,309.83	1,507,005.00
4106.5 Grant Revenue		
41040 Bond Bill		500,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00
4114 First Responder Camp/Community	0.00	
4120 CDBG Grant - Infrastructure		400,815.00
4130 Cable - PEG - Broadcast Equip.		10,570.00
4141 MD DHCH - NED Grant		185,000.00
4144 Fed-Stormwater		670,000.00
Total 4106.5 Grant Revenue	0.00	1,911,385.00
4201 Appropriated from Fund Balance		1,582,200.00
4202 Appropriated from Fund Balance ARPA		128,345.00
Total Income	\$880,309.83	\$5,128,935.00
GROSS PROFIT	\$880,309.83	\$5,128,935.00
Expenses		
5000 General Government		
5005 Salaries	64,937.56	165,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	11,664.00	35,000.00
Total 5005 Salaries	76,601.56	202,500.00
5015 Payroll Taxes	5,902.67	16,200.00
5020 Life Insurance		0.00
5025 Health Insurance	2,981.02	14,000.00

Town of Cottage City

Item # 2.

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

July - October, 2025

	TOTAL	
	ACTUAL	BUDGET
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	10,546.95	1,700.00
5040 Audit Fee	4,168.75	14,500.00
5045 Bus Service		0.00
5065 Community Enhancement		
5065.10 Newsletter	1,542.04	1,000.00
5065.2 Port Towns CDC		15,000.00
5065.3 End Time Harvest Ministries		2,000.00
5065.4 Cottage City Scholarship		2,500.00
5065.5 Anacostia Watershed Donation		1,000.00
5065.6 Contribution to ATHA		1,000.00
5065.7 Fire Dept. Donation		1,000.00
5065.71 Green Team	77.22	1,200.00
5065.73 Food Pantry		5,000.00
5065.9 Summer Camp		900.00
Total 5065 Community Enhancement	1,619.26	30,600.00
5070 Community Garden	941.95	3,500.00
5071 Community Garden - 24 ARPA		11,448.00
5085 Contractual Services (Accounting Fees)	24,485.00	44,000.00
5086 Cell Phone		1,500.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses		1,200.00
5100 Insurance - Gen. & Public Offic	2,964.00	4,000.00
5107 IT Support	8,023.39	17,000.00
5115 Legal Fees	16,003.00	40,000.00
5120 Miscellaneous	1,026.00	2,000.00
5125 Membership Dues	3,654.00	4,000.00
5130 Commissioner Municipal Convention & Conf.	3,665.79	14,700.00
5135 Office Expense	21,929.71	31,000.00
5140 Printing & Legal Ads		1,000.00
5150 Special Events	149.00	
5150.11 Adult Mixer		500.00
5150.12 English Classes		2,000.00
5150.13 Black History Month		800.00
5150.14 Hispanic Heritage Month		800.00
5150.16 Native American Heritage Event		600.00
5150.18 Port Towns Legislative Dinner		300.00
5150.2 Easter Egg Hunt		800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00
5150.22 Juneteenth		300.00
5150.23 Events Signage		4,000.00
5150.24 Holiday Giveaways		3,000.00
5150.3 Cottage City Day	9,829.67	5,000.00

Town of Cottage City

Item # 2.

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

July - October, 2025

	TOTAL	
	ACTUAL	BUDGET
5150.4 Halloween	432.31	750.00
5150.5 Breakfast with Santa		1,400.00
5150.7 Refreshments	6,702.67	1,000.00
5150.8 Senior Harvest Dinner		500.00
Total 5150 Special Events	17,113.65	21,850.00
5160 Town Communications	125.32	8,000.00
5165 Town Hall Maintenance & Repairs	6,700.02	12,000.00
5170 Town Hall Utilities	11,903.01	34,420.00
5175 Staff Training	4,319.20	4,000.00
5196 Website Hosting	10,155.30	5,200.00
Total 5000 General Government	235,824.55	549,318.00
5200 Public Works		
5205 Salaries	18,160.12	54,080.00
5210 Payroll Taxes	1,389.25	4,326.00
5211 Health Insurance	663.26	
5215 Workers Comp Ins.	1,116.95	
5230 Equipment Maint & Operating Exp	13,305.23	25,000.00
5232 Gasoline	6,080.16	8,000.00
5235 Highway Lighting		24,000.00
5241 Cell Phone	1,527.04	
5260 Roadway/Sidewalk Const. Maint. & Supplies	1,373.12	7,500.00
5271 Maintenance	6,128.76	35,000.00
5272 Tree Maintenance		10,000.00
5285 Vehicle Insurance		3,500.00
5305 Dumping Fees		2,400.00
5315 Mosquito Control		2,300.00
5320 Waste Collection & Disposal	34,626.81	121,643.00
Total 5200 Public Works	84,370.70	297,749.00
5400 Police Department		
5405 Salaries	114,426.45	380,783.00
5406 Overtime		10,000.00
Total 5405 Salaries	114,426.45	390,783.00
5415 Payroll Taxes	7,079.14	23,447.00
5425 Health Insurance	15,114.16	53,817.00
5430 Retirement		17,500.00
5435 Workers Comp Ins.	20,105.10	30,000.00
5440 Applicant Screening & Shots		1,000.00
5445 Auto Insurance	29,424.00	25,000.00
5478 Legal	-400.00	
5485 National Night Out	112.00	1,000.00
5490 Office Expense & Operating Cost	3,453.64	12,000.00
5495 Police Liability Insurance	10,746.00	12,500.00
5500 Police Supplies	250.00	2,000.00

Town of Cottage City

Item # 2.

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

July - October, 2025

	TOTAL	
	ACTUAL	BUDGET
5505 Training		6,000.00
5506 Training - Police Chief	350.00	6,000.00
5515 Uniforms & Accessories	1,010.42	8,000.00
5520 Vehicle Operation & Maintenance	5,473.91	10,000.00
5525 Gasoline - PD	-890.00	18,000.00
5534 Police Community Outreach	2,233.52	8,000.00
5537 Lexipol Law Enforcement		5,000.00
5538 Police Explorer Program		5,000.00
5539 SilverTrac		11,000.00
5540 Axion Tasers	3,689.14	4,000.00
5541 In Car Camera Upgrades	1,045.40	2,700.00
5542 Lefta System		3,000.00
5555 Expenses to Speed Camera Program		-180,700.00
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
Total 5600 Speed Camera		180,700.00
Total 5400 Police Department	213,222.88	655,747.00
6000 Grant Expenditures		
6002 MD DHCD - NED Grant		185,000.00
6010 CDBG Grant - Infrastructure	37,394.25	400,815.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6018 Community Engagement and Outreach Initiative	127.98	
6021 Cable - PEG - Broadcast Equip	2,925.00	10,570.00
6044 Fed-Stormwater		670,000.00
6052 Bond Bill Expenses Firehouse		500,000.00
6054 ARPA Grant Expense		
6054.1 Family Relief Program	12,198.03	5,395.00
6054.13 ARPA Resident Tree Program		20,000.00
6054.15 ARPA Food Bank	8,193.57	10,000.00
6054.7 Grant Writer Salary	9,513.07	68,700.00
6054.8 Grant Writer Fringe	727.75	24,250.00
Total 6054 ARPA Grant Expense	30,632.42	128,345.00
Total 6000 Grant Expenditures	71,079.65	2,084,730.00
6500 Capital Outlays		
6501 General Government Capital Outlays		
6507 Town Hall Improvements		45,000.00
6511 Maryland Heritage Authority Match (MHAA)		90,000.00
6512 Maryland Historical Trust Match (MHT)		66,700.00

Town of Cottage City

Item # 2.

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

July - October, 2025

	TOTAL	
	ACTUAL	BUDGET
Total 6501 General Government Capital Outlays		201,700.00
6600 Public Works Capital Outlays		
6607 PW New Equipment	18,912.00	25,500.00
Total 6600 Public Works Capital Outlays	18,912.00	25,500.00
Total 6500 Capital Outlays	18,912.00	227,200.00
Uncategorized Expense	1,303.10	
Total Expenses	\$624,712.88	\$3,814,744.00
NET OPERATING INCOME	\$255,596.95	\$1,314,191.00
NET INCOME	\$255,596.95	\$1,314,191.00

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

Introduced by: Cottage City Commission

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

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

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

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

* * *

CHAPTER 8. STREETS AND SIDEWALKS

* * *

~~§ 8-7. Violations and penalties.~~

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

§ 8-7. STREET SWEEPING.

Page 1 of 7

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

Town of Cottage City Ordinance 2025 - __

A. PURPOSE AND AUTHORITY

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

B. DEFINITIONS

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

1. **“TOWN”** MEANS THE TOWN OF COTTAGE CITY, MARYLAND.
2. **“PUBLIC WAY”** MEANS ANY STREET, AVENUE, ROAD, HIGHWAY, PUBLIC THOROUGHFARE, LANE, OR ALLEY UNDER THE JURISDICTION OF THE TOWN, EXCLUDING THOSE MAINTAINED BY STATE.
3. **“STREET SWEEPING”** MEANS MECHANICAL OR MANUAL REMOVAL OF LOOSE DEBRIS, SEDIMENT, LEAVES, TRASH, OR OTHER MATTER FROM STREET SURFACES, CURBS, GUTTERS, AND DRAINAGE INLETS.
4. **“SWEEP ZONE”** MEANS A DESIGNATED GEOGRAPHIC AREA OR ROUTE WITHIN THE TOWN SCHEDULED FOR SWEEPING.
5. **“NO PARKING WINDOW”** MEANS THE PERIOD (I.E., DATE AND HOURS) DURING WHICH PARKING IS PROHIBITED ON A STREET SUBJECT TO SWEEPING.

Page 2 of 7

CAPITALS	:	Indicate matter added to existing law
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6. **“ENFORCEMENT OFFICER”** MEANS THE CODE COMPLIANCE OFFICER, POLICE DEPARTMENT, OR OTHER DESIGNEE OF THE TOWN.
7. **“VIOLATION”** MEANS FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDINANCE (E.G. PARKING DURING THE NO PARKING WINDOW, OR DEPOSITING DEBRIS ON THE STREET) AND IS A MUNICIPAL INFRACTION.

C. SWEEPING SCHEDULE & ZONES

1. THE SUPERVISOR OF PUBLIC WORKS (OR DESIGNEE) SHALL DESIGN A SWEEPING SCHEDULE DIVIDING THE TOWN INTO ZONES (E.G. BY WARD OR STREET CLUSTERS).
2. EACH ZONE SHALL ENDEAVOR TO BE SWEEPED AT LEAST 1 TIME EACH MONTH DEPENDING ON RESOURCES DESIGNATED IN THE BUDGET.
3. THE SCHEDULE SHALL AVOID CONFLICT WITH MAJOR TOWN EVENTS, HOLIDAYS, AND INCLEMENT WEATHER.
4. THE TOWN MAY ADJUST THE SCHEDULE IN CASE OF EQUIPMENT FAILURE, STAFFING CONSTRAINTS, OR WEATHER; ANY CHANGES SHALL BE POSTED AND COMMUNICATED TO RESIDENTS PROMPTLY.

D. NOTIFICATION TO RESIDENTS

1. APPROXIMATELY 4 BUSINESS DAYS BEFORE SWEEPING IN A ZONE, THE TOWN MAY ISSUE A **“SWEEP NOTICE”** INCLUDING:
2.
 - (A) THE DATES AND HOURS OF SWEEPING FOR THE ZONE
 - (B) INSTRUCTIONS FOR MOVING VEHICLES, AVOIDING PLACEMENT OF DEBRIS IN THE STREET, AND CLEARING OBSTRUCTIONS
 - (C) CONTACT INFORMATION FOR INQUIRIES
3. NOTIFICATION SHALL BE BY AT LEAST TWO METHODS, SUCH AS:
 - (A) PUBLICATION ON THE TOWN WEBSITE
 - (B) NOTICE ON PUBLIC SIGNAGE.

Page 3 of 7

CAPITALS	:	Indicate matter added to existing law
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E. PARKING RESTRICTIONS; COMPLIANCE REQUIREMENTS

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

F. ENFORCEMENT & PENALTIES

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

 - (A) 1ST VIOLATION (AFTER WARNING): FINE OF \$40.00,
 - (B) 2ND VIOLATION: FINE OF \$75.00, AND
 - (C) 3RD AND SUBSEQUENT VIOLATIONS: FINE OF \$100.00.
3. EACH DAY A VIOLATION CONTINUES CONSTITUTES A SEPARATE VIOLATION.
4. IN CASES OF NONCOMPLIANCE (E.G. VEHICLE BLOCKING SWEEP ROUTE AFTER WARNING OR NOTICE WHICH MAY INCLUDE POSTING A FINAL 24-HOUR NOTICE PRINTED ON RED PAPER OR OTHER MATERIAL AND PLACED ON THE WINDSHIELD), THE TOWN MAY TOW OR RELOCATE THE VEHICLE AT

Page 4 of 7

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OWNER'S EXPENSE, CONSISTENT WITH CHAPTER 9 OF THE TOWN CODE, AND MAY RECOVER COSTS OF TOWING AND STORAGE.

5. IF A PROPERTY OWNER FAILS TO CORRECT DEBRIS DUMPING OR OBSTRUCTION VIOLATIONS UPON NOTICE, THE TOWN MAY PERFORM THE WORK AND ASSESS THE COST TO THE OWNER, SUBJECT TO COLLECTION BY MUNICIPAL LIEN IN THE SAME MANNER AS PROPERTY TAXES OR AS ALLOWED BY LAW.

G. EXEMPTIONS AND EXCEPTIONS

1. THE TOWN MAY ESTABLISH EXEMPTIONS FOR EMERGENCY VEHICLES, AUTHORIZED UTILITY WORK, OR OTHER NECESSARY MUNICIPAL OPERATIONS.
2. ON DAYS WHEN SWEEPING IS CANCELLED DUE TO WEATHER OR MECHANICAL FAILURE, ENFORCEMENT OF PARKING RESTRICTIONS SHALL BE SUSPENDED FOR THAT STREET FOR THAT DAY, AND SWEEPING WILL BE RESCHEDULED.
3. THE TOWN MAY DESIGNATE CERTAIN STREETS (E.G. ALLEYS, UNCURBED ROADS) AS NOT SUBJECT TO SWEEPING OR NO PARKING RESTRICTIONS, SO LONG AS THIS IS CLEARLY INDICATED TO RESIDENTS.

H. ADMINISTRATION

THE PUBLIC WORKS DEPARTMENT SHALL MAINTAIN RECORDS OF:

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

§ 8-8. VIOLATIONS AND PENALTIES.

Page 5 of 7

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TOWN OF COTTAGE CITY
ORDINANCE 2025-03

Item # 10.

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

* * *

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

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

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

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

HAVING BEEN INTRODUCED AND HAVING BEEN READ as a regular ordinance and passed by a yea and nay vote of the Cottage City Commission with the affirmative votes of a majority of the whole number of members elected to the legislative body as indicated below at a Public Meeting of the Town of Cottage City held on this 12th day of November 2025, at approximately 7 o'clock p.m., in the Town Hall in Cottage City, Maryland.

Page 6 of 7

CAPITALS	:	Indicate matter added to existing law
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Town of Cottage City Ordinance 2025 - ____

TOWN OF COTTAGE CITY
ORDINANCE 2025-03

Item # 10.

I HEREBY CERTIFY that the above Ordinance No. 2025-03 was passed by the required ye and nay votes of the Cottage City Commission on the 12th day of November 2025.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 12th day of November 2025 with ____ Aye votes and ____ Nay votes, the aforesaid Ordinance 2025-__ passed.

John Hoatson, Town Manager

Page 7 of 7

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Town of Cottage City Ordinance 2025 - ____

SUNRISE SOLUTIONS INC. PROTECTION + AGREEMENT

Company Name:	Town of Cottage City
Address:	3820 40th Avenue
City, State Zip:	Cottage City, MD 20722

Contract Date:	Contract Term:	Contract Type:	Telco Services: Y/N
11/02/2025	12 Month	Full Coverage	N/A
Billing Cycle (Initial):	Quarterly: X	Yearly: _____	
Billing Amount:	\$335.21		

TERMS AND CONDITIONS

1. MAINTENANCE SERVICES:

A) Pursuant to the Terms and Conditions of this Agreement, **Sunrise Solutions Inc. (SSI)** shall provide the customer during the term of this Agreement and with respect to the Equipment described in Schedule A Equipment Summary, the services summarized as follows:

I) Remedial maintenance services upon request by the Customer in order to restore the malfunctioning operating component part of the equipment to proper working order.

II) Priority response to the Customer request for remedial maintenance and/or service work over other types of **SSI** service arrangements.

B) **SSI** Emergency response objectives are as follows:

I) With respect to a major malfunction of the equipment (defined as no incoming or outgoing telephone service, no station to station service, or voice mail equipment failure affecting the majority of Company functions), **SSI** policy is to respond within two (2) hours from the time **SSI** first receives the Customer's request and will complete such repairs as soon as reasonably possible.

II) With respect to Minor Malfunction (any malfunction other than major malfunction) of the equipment, **SSI** policy is to respond within (8) business hours from the time **SSI** first receives the Customer's request for service and will complete such repairs as soon as reasonably possible between the hours of 8:30 AM and 5:00 PM, Monday through Friday, excluding holidays.

C) **SSI** responsibility with respect to the Maintenance Services shall be limited to the Customer's side of any Demarcation device connecting the Equipment to the telephone system operated by the local telephone utility. This includes VOIP carrier connections where the customer LAN/Data network is considered the Demarcation point.

(1)

_____ Initial

D) The Customer shall allow employees of **SSI** access to the premises and facilities where the Equipment is to be maintained at all hours consistent with the requirements of this Agreement.

E) Maintenance or service work performed on the equipment by others during the period of this agreement without written or verbal consent of **SSI** shall cause this agreement to become null, void, and may be subject to an early termination fee.

F) Maintenance does not include any services necessitated by, or of the type described in any of the following:

I) Labor and material costs of additions, changes and relocation; specification or engineering changes.

II) Labor and material cost for replacement of those component parts subject to normal wear and tear as a result of use which does not affect the operational condition of the equipment.

III) Negligent, willful or intentional acts of the customer.

IV) Accident, casualty, neglect, misuse or any cause other than normal use in the manner intended by the parties hereto as described in the Equipment specifications.

V) An act or event occurring external to the Equipment which causes, either directly or indirectly, a failure or malfunction in the Equipment, including without limitations, failures or malfunctions of the trunk or toll lines, cable or other equipment connecting the Equipment to the telecommunications system of the operations telephone utility or abnormal power fluctuations or failures, which adversely affect the Equipment.

VI) Repair or maintenance or increase in normal service time resulting from Customer's failure to provide a suitable Equipment environment as required in the Equipment specification or any other failure of the Customer to fully perform its responsibilities under this Agreement;

VII) Any other acts or events which may adversely affect the performance of the Equipment occasioned by the acts of the Customer or any other third party, or the use by the Customer or any third party of the Equipment in the combination with any other apparatus, device or other system not supplied, or approved as to such combined use of **SSI** or the use by Customer of any item of the Equipment in a manner not intended by the parties hereto or specified by **SSI**.

G) Additional items:

- I) System inventory report at beginning of contract.
- II) Yearly System inventory to true up the system components as listed in the Schedule A of this contract that may have been added or deleted over the term of the previous year that would impact the cost of this service agreement.
- III) 5% discount on all new equipment ordered while under contract for this location.
- IV) (2) Hours of complimentary move, add or change labor every 6 months.
- V) Manufacturer updates as needed to the software release provided at installation.
- VI) Contract is effective upon installation and customer acceptance

(2)

_____ Initial

- VII) Travel charges will be waived for Protection Plus customers for any and all on site repair, Moves, Adds, Changes (MAC), or maintenance of covered equipment included in the attached Schedule A.
- VIII) Travel charges will apply for Protection Plus Switch Only Customers for an equipment not covered on the attached Schedule A.

H) Any work performed that falls within Section G of this agreement or is considered New, Move, Add or Change work, will be billed based on rates and terms detailed in Schedule B.

2. **TERM AND PAYMENT:**

A) The term of this Agreement shall commence as of the date set forth above and will cover a period of one (1) year, unless a period other than one (1) year is expressly stipulated in the space provided above hereto. The term of this Agreement shall be for a minimum one year and shall continue for successive additional periods of one year based on selected contract period. This Agreement shall automatically renew for successive periods of one (1) year following initial contract period unless thirty (30) days prior to the expiration of the then current term, either party provides written notice to the other party that it does not intend to renew this Agreement. In addition to the preceding termination right, provider shall have the right on an annual basis to increase or decrease the periodic maintenance charge based on the addition or deletion of equipment due to customer equipment needs. Any changes to the maintenance pricing will be in a written notice of such increase or decrease to the other party at least forty-five (45) days prior to the annual renewal date. If this agreement is terminated prior to any of the preceding terms; a true up penalty will incur.

B) First payment for new systems installed by SSI is due 12 months from date of acceptance based on agreed upon billing cycle and the stipulations of Section 2-D.

C) First payment for existing systems is due within thirty (30) days from the date of SSI invoice as stipulated in Section 2-D.

D) Payments due from the Customer to **SSI** hereunder shall be made within thirty (30) days from the date of **SSI invoice**; therefore in the event payment is not made within thirty (30) days, **SSI** shall not be obligated to perform pursuant to this Agreement.

E) If Notice of a dispute as to charges is not received, in writing, by [SSI/Contractor/Company] within Forty-Five (45) Days after date of invoice, such invoice shall be deemed to be correct and binding upon the Customer. Customer must pay all undisputed charges per the terms of the Agreement.

3. **TAXES:**

The Maintenance Service rate(s) or other charges incurred by the Customer in this Agreement do not include any federal, state or local privilege, use, sales or excise taxes paid or payable by either **SSI** or Customer with respect to the Agreement or any of the services performed or material, equipment or other items provided by **SSI** which shall be borne by **SSI**.

4. **LIMITATION OF LIABILITY:**

The Customer agrees that neither **SSI** nor its Sub-Contractor shall be liable for any loss or damage to the Equipment or other property or injury or death to the Customer's agents, employees, or other customers arising in the connection with maintenance

(3)

_____ Initial

Services provided by **SSI** or it's sub-contractors under this agreement unless such loss, injury, death or damage results solely from the negligence or willful misconduct of **SSI** officer, employees or agents or those of **SSI** Sub-Contractor

IN NO EVENT SHALL **Sunrise Solutions Inc.** OR its SUBCONTRACTOR BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, ANY LOSS BY CUSTOMER OF BUSINESS, REVENUES OR GOODWILL), ARISING IN CONNECTION WITH THIS AGREEMENT OR THE EQUIPMENT.

5. **FORCE MAJEURE:**

The timeliness of performance by **SSI** of Maintenance Services hereunder or the performance of any other obligations of **SSI** under this Agreement is in every case subject to delays caused by an Act of God, war, riot, fire, explosion, accident, flood, sabotage, inability to obtain fuel or power, government laws, regulations or orders, act or injunction, (whether or not such labor event is within the reasonable control of **SSI**). In the event of such delay, the period of time for performance of services affected by such delay will be extended to reflect the effective delay occasioned thereby.

6. **ASSIGNMENT:**

SSI may assign, sub-contract, transfer or otherwise dispose of, in whole or in part, any of its interest, rights or obligations under this Agreement including without limitation, **SSI** obligation to provide Maintenance Services or other services. If assigned, assignee will be subject to the same terms and conditions as are set forth herein.

Customer shall not assign or sub-contract any part or all of its interests hereunder except upon the prior written consent of **SSI** which consent shall not be unreasonably withheld, and any attempted assignment or sub-contracting without **SSI** prior written consent shall be null and void.

7. **Waiver of jury trial clause:**

CUSTOMER HEREBY EXPRESSLY WAIVES THE RIGHT TO A TRIAL BY JURY IN ANY ACTION OR PROCEEDING BROUGHT AGAINST CUSTOMER RELATING TO THIS AGREEMENT.

8. **Mediation clause:**

A) The parties agree to attempt to resolve any dispute, claim or controversy arising out of or relating to this Agreement by mediation, which shall be conducted under the then current mediation procedures of the Maryland Courts Business & Technology mediators or any other procedure upon which the parties may agree. The parties further agree that their respective good faith participation in mediation is a condition precedent to pursuing any other available legal or equitable remedy, including arbitration or other dispute resolution procedures.

B) Either party may commence the mediation process by providing to the other party written notice, setting forth the subject of the dispute, claim or controversy and the relief requested. Within ten (10) days after the receipt of the foregoing notice, the other party shall deliver a written response to the initiating party's notice. The initial mediation session shall be held within thirty (30) days after the initial notice. The parties agree to share equally the costs and expenses of the mediation (which shall not include the expenses incurred by each party for its own legal representation in connection with the mediation).

(4)

_____ Initial

C) The parties further acknowledge and agree that mediation proceedings are settlement negotiations, and that, to the extent allowed by applicable law, all offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties or their agents shall be confidential and inadmissible in any arbitration or other legal proceeding involving the parties; provided, however, that evidence which is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

D) The provisions of this section may be enforced by any Court of competent jurisdiction, and the party seeking enforcement shall be entitled to an award of all costs, fees and expenses, including reasonable attorneys' fees, to be paid by the party against whom enforcement is ordered.

9. Contract binding in Maryland clause:

This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland, County of Anne Arundel, in any action or proceeding arising out of or relating to this Agreement

CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ ALL OF THE PROVISIONS OF THIS AGREEMENT. THIS AGREEMENT CONSTITUTES THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS AND CONDITIONS AGREED UPON. THERE ARE NO REPRESENTATIONS, WARRANTIES, OR STIPULATIONS, WRITTEN OR ORAL, NOT HEREIN CONTAINED. NO MODIFICATION OF THIS AGREEMENT MAY BE MADE EXCEPT BY A WRITING EXECUTED BY AN OFFICER OF Sunrise Solutions, THIS AGREEMENT SHALL NOT BE EFFECTIVE UNTIL SIGNED BY AN OFFICER OF SUNRISE SOLUTIONS INC.

Customer:	Town of Cottage City	Sunrise Solutions, Inc.	
Name:		Name:	
Signature:		Signature:	
Title:		Title:	
Date:		Date:	

(5)

_____ Initial

SCHEDULE A

Qty Description

1	UCx20 – Release 6.0 w/ E-Metrotel Assurance Service
1	UCx FXO 4 Port
1	UCx FXS 4 Port Analog Adapter
11	Yealink Phones

Customer:			Sunrise Solutions, Inc.
Name:		Name:	
Signature:		Signature:	
Title:		Title:	
Date:		Date:	

(6)

_____ Initial

SCHEDULE B

Labor rates and terms for New, Move, Add or Change work covered under Section G.

Labor Category:	Hourly Rate:
Regular business hours: (8:30am to 5pm Monday through Friday excluding Holidays)	\$140.00
After regular business hours and weekends:	\$210.00
Holidays:	\$280.00
Travel Charge: (Protection Plus Full Coverage)	\$0.00
Travel Charge: (Protection Plus Switch Only MAC Request)	\$75.00

For Emergency Service: 410-573-0555 24x7x365
For Routine service: 410-573-0555 or E-mail to: eticket@getsomesun.net
For Moves, Adds or Changes: 410-573-0555 or E-mail to: eticket@getsomesun.net

(7)

_____ Initial

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-109881-1
10/16/2025 10:05 AM
12/15/2025

Client:
Town of Cottage City, MD

Bill To:
COTTAGE CITY TOWN, MARYLAND

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Aleeda Crawley		aleeda.crawley@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (https://www.cottagecitymd.gov/)
1.00	Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Group Training	3 seats of pre-scheduled joint training sessions up-to 3-hours per session
1.00	Migration Premium Implementation	Includes full setup and configuration of the website with design meeting consultation and unique design application

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection
1.00	Municipal Websites Central : Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: https://www.cottagecitymd.gov/

QTY	PRODUCT NAME	DESCRIPTION
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: https://www.cottagecitymd.gov/

List Price - Initial Term Total	USD 15,122.00
Total Investment - Initial Term	USD 7,186.00
Annual Recurring Services (Subject to Uplift)	USD 4,686.00

Initial Term	7/24/2026 - 7/23/2027, Renewal Term 7/24 each calendar year
Initial Term Invoice Schedule	\$2,500 invoiced at signing. Remaining balance invoiced 7/24/2026.
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-109881-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Organization Legal Name: _____

Billing Contact: _____

Title: _____

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

Town of Cottage City, Maryland
Proclamation
Municipal Government Works Month
November, 2025

WHEREAS, the State of Maryland is home to 157 municipalities, each providing essential services that enhance the quality of life for residents and strengthen our local communities; and

WHEREAS, municipal governments are the level of government closest to the people, delivering vital services such as public safety, infrastructure maintenance, parks and recreation, water and wastewater management, and community development; and

WHEREAS, the Maryland Municipal League (MML), representing all 156 incorporated municipalities and two special taxing districts, works to promote effective and responsive local government through advocacy, education, and collaboration; and

WHEREAS, the MML's annual "Municipal Government Works" (MGW) campaign celebrates the hard work, innovation, and dedication of Maryland's municipal officials and employees who make our towns and cities better places to live, work, and play; and

WHEREAS, during the month of November, municipalities across Maryland join together to highlight the valuable services they provide and to increase public awareness of the importance of municipal government in our everyday lives;

NOW, THEREFORE, The Cottage City Commission hereby proclaim November, 2025 as Municipal Government Works Month in Cottage City, Maryland and I encourage all residents to learn more about their municipal government and to recognize the dedicated service of local officials and employees across Maryland.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of The Town of Cottage City to be affixed this 12th day of November, 2025.

Wanda Wheatley,
Commissioner Chair, Ward 3
Town of Cottage City



Town of Cottage City, Maryland

Proclamation

Ruby Bridges Walk to School Day

November 14, 2025

WHEREAS, on November 14, 1960, six-year-old Ruby Bridges courageously became the first Black student to integrate an all-white elementary school in the South, attending William Frantz Elementary School in New Orleans, Louisiana; **and**

WHEREAS, Ruby Bridges' bravery in the face of adversity became a defining moment in the American Civil Rights Movement and inspired generations to continue the pursuit of equality and justice for all; **and**

WHEREAS, the Town of Cottage City recognizes the importance of teaching our children about the power of courage, kindness, and perseverance in overcoming injustice; **and**

WHEREAS, the Ruby Bridges Foundation continues to promote the values of respect, inclusion, and community engagement that reflect the principles upon which our town is built; **and**

WHEREAS, students, families, educators, and community members across the nation participate in Ruby Bridges Walk to School Day to honor Ruby's legacy and reaffirm our shared commitment to diversity, unity, and equal opportunity in education;

NOW, THEREFORE, BE IT PROCLAIMED, that the Cottage City Commission of the Town of Cottage City, Maryland, do hereby proclaim November 14, 2025, as Ruby Bridges Walk to School Day in Cottage City, and encourage all residents to participate in this observance by joining together in the spirit of unity, respect, and hope for a more equitable future.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Cottage City to be affixed this 12th Day of November, 2025.

Wanda Wheatley,
Commissioner Chair, Ward 3
Town of Cottage City



EDMONSTON FOOD COMPOSTING COLLABORATIVE POST-GRANT PROGRAM OPTIONS



OBJECTIVES

- Continue momentum for food scrap composting in the five towns started by the USDA grant
- Keep processing of collected food scraps locally to minimize traffic & emissions
- Continue to give the Collaborative a valuable, locally-produced soil enrichment product
- Come up with a financial model that works for the towns, the residents & Compost Crew



CURRENT PROGRAM

- **The service residents get today, which is currently funded by the USDA grant, is priced at a flat rate**
- After the grant to continue weekly collection & processing it would take a minimum of 220 households across the towns to keep the per home price within reason
- The finished compost would continue to be used at ECO City Farms. Some amount of compost may be offered for purchase by residents (or towns) at a discounted rate.



CURRENT PARTICIPATION LEVELS

Town	# of homes
Edmonston	34
Cheverly	62
Cottage City	14
Bladensburg	27
Colmar Manor	14
Total	151



POST-GRANT PROGRAM

- After the grant to continue weekly collection & processing, to get to a manageable per home cost, we will need at least 220 households to participate
- The Compost Outpost capacity is currently ~220 homes
- Over 220 households is ok; some of the food scraps would be hauled to the Prince George's County Organics Composting facility
- Expanding above 220 would bring down the per home cost.



POST-GRANT PROGRAM PRICING

- After the grant to continue weekly collection & processing for 220 homes, the monthly cost per home would be \$34.40
- This is higher than Compost Crew's list rate because it also includes the local processing.
- We have several options for reducing that rate.



TO REDUCE PROGRAM COST - OPTION #1

- **Edmonston sells the shipping containers at the Outpost to Compost Crew**
 - Compost Crew would purchase the containers used at the Compost Outpost for a depreciated price (80% of original cost)
 - Purchase would happen over 2-3 years, via a reduction in monthly service fees
 - The per home monthly rate for service would be reduced to:
 - \$27.28 over two years
 - \$30.00 over three years



TO REDUCE PROGRAM COST - OPTION #2

- **Change to a partially-subsidized program**
 - The towns could choose to have residents pay a small monthly fee for the service, reducing the amount paid by the towns
 - City of Alexandria introduced a \$5 / month fee; Falls Church charges \$8 / month; Greenbelt charges \$10 / month
 - Charging a fee may reduce participation. A monthly fee of \$5 or less would limit attrition.
 - This subsidy may be different for each town.





PRINCE GEORGE'S COUNTY
MUNCIPAL ASSOCIATION

LEGISLATIVE *Holiday Celebration*

Highlighting PGCMA Legislative Priorities

THU, DEC 11 | 6PM - 10PM

PRINCE GEORGE'S BALLROOM

2411 PINEBROOK AVE, LANDOVER, MD 20785

Music, Food & Drinks

MEMBERS: \$40 OR \$180 (5 Tickets)

FRIENDS: \$55 OR \$250 (5 Tickets)

** Cocktail / Dress to Impress Attire**

Scan the QR Code to buy your ticket(s)

Contacts: waysandmeans@thepgcma.com or 202.560.4157



Indivisible Rt 1 Corridor (R1C) is partnering with the PG Immigrants Rights Collective (PG IRC) and Food Justice DMV to support their feeding operations. **We are seeking a donation drop off site where community members can bring food and hygiene donations for families in need.** As it works now, PG IRC and Food Justice then pick up the donations and delivers them directly to families and organizations across the community. In other words, we are not operating a food pantry or distribution site -- more of storing and delivery.

Ideally, we would like to have windows of time available for the community to drop donations that is convenient for them. Our current operation (partnering primarily with PG IRC) has 3 donation windows at the Lustine Center on Balt Ave - Thurs & Fri 4-7PM and Sat 10-1PM. Between 1-2PM on Sat, we sort the groceries and then at 2PM, they are picked up for delivery. The space is not used Sun-Wed. We are open to changing this timeframe if needed. For Food Justice DMV, we are asking our R1C members to bring donated goods to our bi-weekly Tuesday meeting at a church and then Food Justice picks them up the next day. We would love to expand this beyond those meetings.

Our goal is to source enough donations on a consistent basis where we can expand clientele and partner with even more entities to appropriately address the need. For instance, if you already have a program/partnership where you have a pantry or food distribution day, I would love to be able to also allocate a portion of the donations to that operation.

I hope this makes sense! Please reach out if you have any more questions.

Thanks so much,

Stephanie