



March Regular Town Meeting Agenda

Wednesday, March 11, 2026 at 7:00 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted Hybrid: Town Hall & Zoom

<https://us02web.zoom.us/j/83440589894?pwd=FalzBSV20kAha8l1QH9wCmF8UbtYnN.1>

Phone: 1 301 715 8592 | Meeting ID: 834 4058 9894 | Passcode: 667447

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: January & February
2. Approval of Financials: January & February
3. Public Safety Report: (Chief Martini)
4. Public Works Report: (Verbal Report)

Commissioner Reports

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

Old Business

10. Draft FY 2027 Budget Presentation (Commission Discussion)
11. Resolution 2026-03: Adopting a Language Access Plan to Ensure Meaningful Access to Town Programs, Services, and Activities for Individuals with Limited English Proficiency (Commission Vote)
12. Resolution 2026-04: Urban Tree Resolution (Commission Vote)
13. Resolution 2026-05: Town Health & Life Insurance Policy For Employees (Commission Vote)

- [14.](#) Resolution 2026-06: Amend The Town Holiday Schedule (Commission Vote)
- [15.](#) Lawn Maintenance Contract (Commission Vote)
- [16.](#) American In Bloom Renewal (Commission Vote)
- [17.](#) Letter of Support: Drone Flight Over 3342 Bladensburg Rd (Commission Vote)
- [18.](#) Architect For The Old Firehouse Project | Community Outreach Center (Commission Vote)

New Business

- [19.](#) Resolution 2026-07: In Support of HB 1142 / SB, Establishing The Task Force To Modernize County & Municipal Revenue Sources (Commission Discussion & Vote)
- [20.](#) Resolution 2026-08: Acceptance Of A FY 2027 Gun Violence Reduction Grant From The Maryland Governor's Office Of Crime Prevention & Policy (Commission Discussion & Vote)
- [21.](#) Memorandum of Understanding: PGGDA (Commission Discussion & Vote)
- [22.](#) Volunteer Agreement Between Joseph Mayo, Shuttle Driver and the Town of Cottage City (Commission Discussion & Vote)
- [23.](#) Performance Review Evaluation Form (Commission Discussion & Vote)

Updates

- [24.](#) Town Manager Update

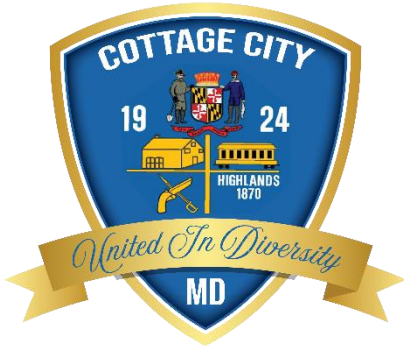
Motion To Go Into A Closed Session:

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

The Commission proposes to go into a closed session to discuss personnel matters.

Open Session Following Closed Session

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



January 2026 Work Session Minutes

Tuesday, January 6, 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/BA1h4YDpZb1RV8Zb708xycEaBQYQC6tYDM0T7KtylZQv_L7YvF7kujsd40lQNySe.fK1lWLgYFUQUsFz?startTime=1767742111000

Phone: 301-715-8592 | Meeting ID: 896 3829 4683 | Passcode: ^cd%34vZ

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. John O'Connor – Grants Manager
8. Kevin Best – Town Attorney
9. Ann Young – resident

Agenda

1. Call to Order and Roll Call (2:07)

All Commissioners are present and accounted for. Town Manager added a new computer for the office manager and the Mayor's Conference to his portion of the agenda.

2. Public Comments (4:15)

Question from Ann Young about food aid which will be addressed later.

3. Motion to Suspend the Rules (6:19)

The motion to move to suspend the rules to be able to vote in a work session by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

4. Approval for SFMS contractor for 43rd Avenue Project (7:17)

Project came in \$15,588.87 under budget. There are still funds from the CDBG grant that can be used for erosion control, and SFMS suggested additional erosion control maintenance to use the remaining funds. That will close out the CDBG grant.

Commissioner Brooks made a motion to approve the new work for \$15,588.87. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

5. Town of Cottage City Ordinance 2026-01, Amending Chapter 9 of the Town Code to enhance unpaid traffic ticket enforcement (10:53)

The town currently has approximately \$2 million in uncollected fines. The new ordinance, written by Town Attorney Best, would give the town a way to make an unpaid infraction court enforceable in whatever jurisdiction the offender resides in. The cost of writing the ordinance should be covered by the revenue from the speed camera system. The cost of collections would come from the offenders and would therefore be revenue neutral as unpaid tickets would take on up to another \$1,000 in fees. Town only pays lawyers' fees if there's a valid collection. This would be a process after Red Speed is unable to collect.

6. Staff Retreat (38:29)

Staff retreat this upcoming weekend is aimed at setting town goals and priorities for FY27. That information will go out to the public at the next Town meeting.

7. Town of Cottage City Resolution 2026-01, Appointment of Resident Agent (39:39)

A new resident agent will be appointed for the town. Town has not had a resident agent since 2016 though it is required by law. Town Manager will be appointed resident agent. Commission is authorized to make that appointment. This will be voted on at the next Town meeting.

8. Resolution of the Cottage City Commission for Speed Monitoring System Ombudsman (42:11)

Proposal that John O' Connor will serve as the Ombudsman, David Thompson will be program administrator, and Jenny Davila Bernel will be operator of the Speed Camera Program. This will be voted on at the next Town meeting. This needs to be in place to comply with Maryland laws.

9. Professional Service Agreement between Traffic Safety Group and Town of Cottage City (45:17)

This will help with collection of infractions and fines. This agreement enables the Traffic Safety Group to get information on previous vendors and unpaid fines. Traffic Safety Group will work closely with the Town to ensure it follows Town guidelines.

10. Giant Food Cards and Share Food Program (48:26)

Discussion on keeping Share Food Program. ARPA funds are done in February. Chair Wheatley would like to keep the program going. Residents would like to keep the program but the funding is in question. Commissioner Givens suggested taking the money from the funding

that was allocated for trash removal from ARPA funds and allocate that to Share Food. Commissioner Brooks thinks that it doesn't make sense to duplicate county services and suggests people use other existing resources to get food.

Ann Young wants to keep the program. Laura Guischard does not think the program should continue if it relies on general tax revenue.

Commission wants the Town Accountant to see if there is funding or grant sources for the program. Commissioner Brooks suggests working with the county to work in concert with a local food program or if there are other grants.

11. Servicing Police Vehicle 127 (1:13:31)

Parts and labor to service the 2013 Ford Explorer is \$2,900. It's been at the service station for a couple of months. This can be voted on during the next Town meeting.

12. Burn Prevention Month (1:17:41)

February 1 to 7 is National Burn Awareness Week with a focus on preventing burns in the workplace. Town will make proclamation to that effect. Information will be added to the February newsletter.

Commissioner Givens wants to emphasize drug collection drive.

13. Proposed Data Center (1:21:35)

Colmar Manor resident Paul Howe sent a letter opposing the new proposed data center. Commission generally agrees with signing onto letter, with Commissioner Givens wanting more information.

14. New Computer for Office Manager (1:27:35)

Peake quote in the amount of \$1,572.09. The old one was beginning to fail.

Commissioner Brooks made a motion to approve the new computer for \$1,572.09. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

15. Maryland Mayor's Association Conference (1:30:20)

Conference is in Annapolis on March 4 – 6 and there is over \$10,000 unused in the training budget.

16. Move to a Closed Session (1:35:54)

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 Commission is going into a closed session to discuss a legal matter regarding the Cottage City Police Department.

The motion to move to a closed session was made at 8:06 PM by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

17. Report From Closed Session (1:38:58)

Commission discussed a personnel matter regarding a former employee, salary increases, a contractor matter in litigation. They got advice from the Town Attorney.

18. Adjournment (1:40:04)

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The motion to adjourn was made at 10:01 PM by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.



January 2026 Regular Town Meeting Minutes

Tuesday, January 14, 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/Sq1UuJuwNxLPwF9BcCff5GpT4WtmDyBzYZDxywwYNjEFLovFugNFIMU2QOCUJKzD.3O4HGekkKrRr-9w5?startTime=1768434629000>

Phone: 301-715-8592 | Meeting ID: 896 3829 4683 | Passcode: 52#zNfra

Call to Order at 7:00 PM

Attendees

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

Agenda

1. Call to Order, Roll Call, and Pledge of Allegiance (14:20)

All Commissioners are present and accounted for. Agenda OK as is.

2. Public Comments (16:27)

Tonya Williams of 4142 Bunker Hill Road expressed concern over the possible ending of the Share Food program.

3. Announcement of New Chief of Police (19:44)

Mr. David Martini will be the new Cottage City Chief of Police starting February 4, 2026. Thanks to all who participated in the search team. Salary will be \$92,000.

4. Consent Agenda (23:19)

Approval of December minutes and financial, public safety, and public works reports.

Red light camera program is bringing in approximately \$50 per month.

Discussion on funding for Share Food program.

Commissioner Wheatley proposed a motion to transfer \$7,000 for the Share Food Program from the General Fund. Commissioner Givens seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

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

5. Public Safety Report (49:48)

Acting-Chief Thompson reported a call volume of 60 calls. Seven police reports. One robbery, one break-in, and one property damage report at Extra Space Storage. No arrests made.

Code enforcement will be taken care of regarding vehicles in the town.

6. Public Works Report (51:50)

Department is running well. There is a plan for curb painting and stop sign repairs.

7. Commissioner Reports (53:18)

Ward 1 – No report.

Ward 2 – The car that is having work done on the street will be addressed as Acting-Chief Thompson noted. Someone is leaving food for cats in the middle of the street. People are also feeding vultures. Town Manager will flag something in the newsletter.

Ward 3 – Black History Month event is returning, February 21 from 2 to 4. Mr. Wellington will speak and refreshments will be served.

Ward 4 – No report.

At-Large – Identified 15 lights that Pepco needs to repair.

8. Old Business – Ordinance 2026-01, Ticket Enforcement (1:03:09)

First reading:

Cottage City Commission, Town of Cottage City, Ordinance Number 202601, introduced by the Commission, an ordinance of the Cottage City Commission amending Chapter 9 of the Town Code to enhance enforcement mechanisms for unpaid municipal traffic, i.e. automated speed and red-light systems, and parking violations including booting, towing, and impoundment for repeat violators, along with new municipal infraction authorized for violators, i.e, scofflaws, who commit multiple unpaid violations and generally relating to vehicles and traffic safety.

This makes a civil infraction court enforceable having gone through the judicial process. They cannot be put on credit reports. It creates two levels of collection. Rules on collection can be established by the Commission.

9. Old Business – Resolution 2026-01, Resident Agent (1:17:52)

A resolution of the Cottage City Commission approving the appointment of a new resident agent for the Town and authorizing the Chairman of the Commission to sign and file with the State Department of Assessments and Taxation all documents necessary to effectuate that appointment introduced by the Cottage City Commission.

Town Manager will be resident agent as authorized by Commission Chair.

Commissioner Givens proposed a motion to authorize Resolution 2026-01. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

10. Old Business – Resolution 2026-02, Speed Monitoring System Ombudsman (1:21:33)

A resolution of the Cottage City Commission approving the appointment of a Speed Monitoring System Program Ombudsman and Program Administrator introduced by the Cottage City Commission. This appoints John O'Connor as the ombudsman, Acting-Chief Thompson as the administrator, and Jenny Davila-Bernal as the operator.

Commissioner Givens proposed a motion to move forward with Resolution 2026-02. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

11. Old Business – Professional Services Agreement with Traffic Safety Group (1:23:42)

This is to help collect outstanding moneys owed to the town.

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

12. Old Business – Repair of Police Vehicle (1:25:15)

Police vehicle 127 needs \$2,900 of repair. It will be ready in four days once authorized.

Commissioner Givens proposed a motion to pay for repair to vehicle 127 in the amount of \$2,900. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

13. Old Business – Public Works Structure (1:30:57)

Should the town hire a part-time or full-time employee to help Jorge in Public Works? Town Manager and Commissioner Givens believe a full-time person is the right solution. Commissioners Brooks, Henderson, and Wheatley think part-time for now. The decision was made to find a part-time employee for now.

14. Commission Budget Priorities and Goal Setting (1:47:10)

Report from the retreat includes the following priorities:

- Consistent enforcement of Town Code – i.e. Port Town Motors
- Complete old firehouse/community outreach center project
- Implement business license notification
- Hire additional police officers
- Improve salary and benefits for police department
- Decide on Community Center/Town Hall property
- Create fee and fine schedule
- Replace stop signs, paint curbs and crosswalks
- Replace pedestrian bridge
- Improve Bladensburg Road streetscape
- Create Standard Operating Procedures
- Solar lighting on Anacostia Trail
- Create tree maintenance plan with County and MNCPPC
- Work with MNCPPC to improve Cottage City Park

15. Old Business – Proclamation for Mr. James J. Blue (1:55:21)

WHEREAS James J. Blue, affectionately known throughout the community as Blue, Boss, JJ, and Jerome, was born on June 13, 1943, in Washington, D.C, and lived a life defined by service, dedication, and deep love for family and community.

And WHEREAS Mr. Blue devoted 29 years of honorable service to the Washington Metropolitan Area Transit Authority, Metro, contributing to the daily mobility of countless residents and commuters, and retired in 2005, after a distinguished career marked by reliability, professionalism, care for others.

And WHEREAS, following his retirement, James J. Blue continued his commitment to public service by faithfully serving the Port Towns and the town of Cottage City as a bus driver for seniors, ensuring safe transportation, companionship and dignity for older residents, and becoming a trusted, familiar presence in their lives.

And WHEREAS Mr. Blue was known not only for his work ethic, but also for his vibrant spirit and zest for life, enjoying fishing, card playing, traveling, hand dancing, gardening, boating, cookouts, biking and playing pool, and sharing these joys generously with family and friends.

And WHEREAS he was a die-hard Washington Redskins/Commanders fan, whose loyalty and enthusiasm reflected his pride in his hometown and love of community traditions.

And WHEREAS James J. Blue was a devoted husband, father, and family man, and is survived by his loving wife of 45 years, Lois Ann Blue, a respected community advocate whose own service and leadership continue to strengthen and uplift the community.

And WHEREAS, he is also survived by his beloved children Tina Dorsey, Tyrone Blue, Eric Blue, Tracy Dorsey, Myron Anderson, Jamar Blue, Stacey Blue, and the baby Jamie Blue Porter, whose lives reflect his value of hard work, compassion, and commitment to family.

And WHEREAS the Town of Cottage City recognizes that the legacy of James J. Blue lives on through the lives that he touched, the seniors he served, the family he cherished, and the community that was made stronger by his presence.

Now, therefore, be it PROCLAIMED by the Commission of the Town of Cottage City, Maryland, that we do hereby honor and remember James J. Blue for his lifetime of service, generosity, and community spirit, and extend our deepest gratitude for his contributions and our heartfelt condolences to his family and loved ones.

Be it further proclaimed that this proclamation stands as a testament to a life well lived and a reminder that service to others leaves a lasting and meaningful legacy.

In witness whereof, the Commission of the Town of Cottage City hereunto sets their hands and caused the seal of the town to be affixed this 18th day of December 2025.

Signed, the Cottage City Commissioners, Wanda Wheatley, Commissioner Chair, Ward 3. Julia Salsich, Commissioner Ward 1. Reney Henderson, Commissioner, Ward 2. Demetrius Givens, Commissioner, Ward 4, and John Brooks, Commissioner, Vice Chair, at Large.

Commissioner Givens proposed a motion to pass this proclamation. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

16. New Business – Proclamation in Support of National Burn Awareness Week (2:01:18)

A proclamation: 2026 National Burn Awareness Week is burn prevention, where you live, work, and play preventing burns in the workplace.

WHEREAS burn injuries continue to be one of the leading causes of accidental death and injury in our nation, where tragically, children, the elderly, and the disabled are especially vulnerable to burn injuries, and almost one-third of all burn injuries occur in children under the age of 15.

And WHEREAS, in the United States, the CDC reports that 398,000 people received medical care for burn injuries in 2021, with 252,000 deaths from injuries related to hot objects or substances, e.g. contact burns.

And WHEREAS, compared to the overall population children under 5 were 2.0 times as likely to be seen for burn injuries at a hospital emergency department. Young adults from 20 to 29 had 1.4 times the risk, and those in the 30-39 age group had 1.3 times the risk of the general population.

And WHEREAS the primary causes of injury include fire, flame, scalds, contact with hot objects, and electrical and chemicals, many injuries occur in the workplace. Today, 96.8% of those who suffer burn injuries will survive. Unfortunately, many of those survivors will sustain serious scarring, lifelong physical disabilities, adjustment difficulties.

And WHEREAS National Burn Awareness Week, an initiative of the American Burn Association, is a coming together of burn, fire, and life safety educators to make the public aware of the frequency, devastation, and causes of burn injury, as well as the consistent and authoritative measures to prevent these injuries, and how to best care for those who are injured.

And WHEREAS the theme of the 2026 National Burn Awareness Week is burn prevention, where you live, work, and play, preventing burns in the workplace, where a common risk of injury exists from fire injury in the workplace.

And WHEREAS, significant research and medical advances have dramatically improved burn care and treatment, aided rehabilitation, shortened hospital stays, and increased burn survival rates, aftercare support for the physical and emotional effect of burns has also played a key role in the successful reintegration of burn survivors into our communities. Furthermore, burn safety education and prevention efforts continue to reduce the number of people who suffer burns each year.

and WHEREAS many people devote their lives and careers to treating, caring for, supporting, and rehabilitating burn injury survivors, including those performing vital work in burn research and development. Dedicated firefighters risk their own lives every day to protect others, as well as burn foundations and other life safety professionals who promote burn injury awareness and prevention.

Now, therefore, the Cottage City Commission do hereby PROCLAIM the week of February 1st through February 7, 2026 as National Burn Awareness Week. We call upon all government agencies, fire, life safety, and healthcare organizations, communities, communications media, and the people of the Town of Cottage City, Maryland, to observe this week with the appropriate ceremonies and activities and witness whereof.

We have hereunto set our hands this 14th day of January in the year 2026, the Cottage City Commissioners, Wanda Wheatley, Commissioner Chair, Ward 3. Julia Salsich, Commissioner Ward 1. Reney Henderson, Commissioner, Ward 2. Demetrius Givens, Commissioner, Ward 4, and John Brooks, Commissioner, Vice Chair, at Large.

Commissioner Givens proposed a motion to pass this proclamation. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

17. Letter Opposing Proposed Data Center – Former Landover Mall Site (2:06:21)

The Commission supports signing the letter as a town.

Commissioner Givens proposed a motion to sign the letter as a Town. Commissioner Henderson seconded. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.

18. Town Manager Updates (2:11:32)

None.

Request for information on non-functional sign board with Avio.

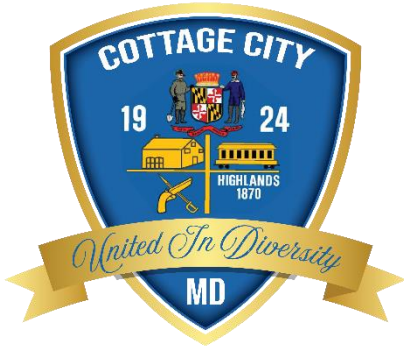
Looking to repair doors in advance of Black History Month.

Dicks Skaggs passed away at 98 after living in Cottage City for over 60 years. Perhaps put a notice in the newsletter.

19. Adjournment (2:17:36)

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 9:08 PM by Commissioner Givens and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.



February 2026 Work Session Minutes

Tuesday, February 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/HDuHAOHgYasn4Xls1nM76Go3y855iMT5ML4eEL4CDXWQjaHMBa3E1jJGXofch9h9.Qj_eoLEaLOYsN0b5?startTime=1770161306000

Phone: 301-715-8592 | Meeting ID: 831 6186 6672 | Passcode: rx+b+3fX

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. John O'Connor – Grants Manager
8. Kevin Best – Town Attorney
9. Laura Guischard – resident

Agenda

1. Call to Order and Roll Call (2:50)

All Commissioners are present and accounted for. Agenda is fine as is, budget discussion will have to be tabled.

2. Public Comments (4:57)

None.

3. Town of Cottage City Ordinance 2026-01, Amending Chapter 9 of the Town Code to enhance unpaid traffic ticket enforcement (10:53)

This will be up for a vote at the next town meeting. The fare summary is posted in the *Prince George's County Post* on February 5.

Cottage City Commission, Town of Cottage City, Ordinance Number 2026-01, introduced by the Cottage City Commission. An ordinance of the Cottage City Commission amending Chapter 9 of the Town Code to enhance enforcement mechanisms for unpaid municipal traffic, i.e. automated speed and red light systems and parking violations, including booting, towing, and impoundment for repeat violators, along with new municipal infraction authorized for violators, i.e. scofflaws, who commit multiple unpaid violations and generally related to vehicles and traffic safety.

Commissioner Henderson wants the fines spelled out.

4. Town of Cottage City Proposed Ordinance on Declaration of a Snow Emergency (9:11)

Town Manager believes it would be useful to be able to create a snow emergency plan. He also wants to add parameters for the Snow Angel program, including that Snow Angels will only shovel a sidewalk adjacent to a residence, and one clear safe path from the sidewalk to the main entrance of the home. They will not do driveways, parking areas, steps beyond the primary access path, or areas deemed unsafe due to ice conditions.

The Commission should discuss the creation of an ordinance and then the Town Manager will move forward with drafting the legislature.

The purpose of the snow and ice emergency plan is to protect public safety and allow Town of Cottage City to effectively clear snow and ice from town-maintained streets, sidewalks, and public areas during severe winter weather events.

This plan shall be implemented under the authority of the Town of Cottage City. A snow and/or ice emergency may be declared by the Commission Chair or Vice Chair when weather conditions warrant special measures to ensure public safety and effective snow removal.

Upon declaration of a snow or ice emergency, the commission chair or vice chair may impose temporary restrictions on on-street parking and other activities as necessary. The declaration shall remain in effect until officially lifted by the town.

During a declared snow emergency, on-street parking may be restricted on all town-maintained streets, where parking is normally permitted on both sides. Parking shall be permitted only in driveways or on the even-numbered side of the street during the initial phase of snow removal.

Vehicles shall remain parked on the even-numbered side of the street until the next calendar day following the clearing of snow and ice from the odd number side. Once the odd-numbered side has been cleared, all vehicles must be moved to the even number side to allow clearing of the even number side.

During the snow emergency, vehicles parked in driveways may temporarily block sidewalks to accommodate the maximum number of vehicles. All sidewalks must be cleared of vehicles within 24 hours following the cessation of snowfall and the completion of snow removal on both sides of the street.

Except for sidewalk areas with driveways, as noted above, nothing in this plan permits parking in areas where parking is otherwise prohibited.

Any vehicle parked in violation of this plan may be issued a citation and/or towed and impounded by the Town of Cottage City Police Department. Any person issued a citation for violation of this plan shall be subject to a fine of \$250.

Implementation of snow, ice, or other emergency situation, required parking restrictions shall be publicized prior to enforcement through the town's website, official town social media accounts, Constant Contact notifications

For questions, concerns, or additional information during a snow and/or ice emergency, residents should contact the Town of Cottage City at the phone number.

Poolesville has a similar ordinance in place.

Commissioner Salsich wants to know what happens if a car can't park on the opposite side of the street. Some areas of town cannot be restricted. There are areas for which one can only park on one side of the street.

Commissioner Henderson wants parameters on the definition of senior and disabled for the Snow Angel program.

Commissioner Wheatley thinks people should be allowed to temporarily park on the grass.

Commissioner Givens wants signs for clarity. He also thinks the Snow Angel program shouldn't be staffed by Town staff but rather by volunteers.

Commissioner Brooks is concerned that there won't be enough parking if half the sides of the streets are unavailable. He also doesn't think the Snow Angel program should fall onto Public Works.

Laura Guischard noted that people may not be able to move their cars from the odd to even side if they are blocked by snow.

Commissioner Wheatley thinks 24 hours might not be enough time to clear snow.

5. Business License Renewal (36:18)

Town Manager proposes a mechanism and SOP to enforce that businesses are renewing their business licenses in a timely manner. Office manager has been putting together a list of businesses. Notices drafted to businesses that aren't in compliance. Not all businesses have been contacted yet. They all need to apply or renew by July 1.

Commissioner Givens suggested perhaps a discount for early renewal.

These letters will also be sent in Spanish.

6. Upcoming Events (45:35)

Police Chief swearing-in ceremony is scheduled for 7 PM on Wednesday, February 11. Black History month celebration is scheduled for 2 PM on Saturday, February 21. Entertainment and the speaker have been secured.

7. Public Works (48:13)

Commissioner Givens is thankful that staff pitched in to clear snow but underscored the need to fully staff the Public Works department and noted that there is a risk in having administrative

staff do manual labor. Commissioners Wheatley, Brooks, and Henderson echoed the appreciation for town staff.

8. Adjournment (57:38)

The motion to adjourn was made at 7:26 PM by Commissioner Brooks and seconded by Commissioner Givens. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye, Brooks-Aye. Motion passes without nays or abstentions.



February 2026 Regular Town Meeting Minutes

Tuesday, February 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/QjPqcVG9OedM3Bv3_Rzm7HeppYKGTyYry8f0g5W3VrLPlqQQtCd3_fjF2ggkBcgj.kZnjcVQSWn_KXDv?startTime=1770854417000

Phone: 301-715-8592 | Meeting ID: 813 6670 0183 | Passcode: 5.9+Gv?*

Call to Order at 7:00 PM

Attendees

1. Ward 1 – Commissioner Salsich
2. Ward 2 – Commissioner Henderson
3. Ward 3 – Commissioner Wheatley
4. At-Large – Commissioner Brooks
5. John Hoatson - Town Manager
6. Kevin Best – Town Attorney
7. Victor Egbue – resident

Agenda

1. Call to Order, Roll Call, and Pledge of Allegiance (5:55)

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

2. Public Comments (7:22)

Victor Egbue of 3804 Parkwood Street expressed concern over snow in his yard after the snowplow cleared an alley.

3. Old Business – Ordinance 2026-01, Ticket Enforcement (12:08)

First reading:

Cottage City Commission, Town of Cottage City, Ordinance Number 202601, introduced by the Commission, an ordinance of the Cottage City Commission amending Chapter 9 of the Town Code to enhance enforcement mechanisms for unpaid municipal traffic, i.e. automated speed and red-light systems, and parking violations including booting, towing, and impoundment for repeat violators, along with new municipal infraction authorized for violators, i.e. scofflaws, who commit multiple unpaid violations and generally relating to vehicles and traffic safety.

This makes a civil infraction court enforceable having gone through the judicial process. They cannot be put on credit reports. It creates two levels of collection. Rules on collection can be established by the Commission.

Commissioner Brooks proposed a motion for approval Ordinance 2026-01. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes with one absence and no nays.

4. Swearing-in of New Chief of Police (14:42)

Thanks to the police review panel. Commission Chair Wheatley read the oath to Chief Martini and Mrs. Tamara Martini pinned his badge on his uniform.

Chief Martini spoke a few words of thanks from the support from the town and others about his new position.

Vanessa from Senator Malcolm Augustine's office and Gloria from Delegate Diana Fennell's office spoke a few words of congratulations.

Jolene Ivey of the Prince George's County Council also spoke a few words of congratulations.

5. Adjournment (25:10)

Commissioner Brooks proposed a motion to adjourn at 7:25 PM. Commissioner Henderson seconded the motion. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Absent, Brooks-Aye. Motion passes with one absence and no nays.

Town of Cottage City

Item # 2.

Balance Sheet

As of January 31, 2026

	TOTAL	
	AS OF JAN 31, 2026	AS OF JAN 31, 2025 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	303,191.36	303,158.96
1010 Savings - Capital One	5,197.12	5,190.69
1014 US Bank x5954	12,575.00	12,800.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	769,752.47	738,163.20
1060 Truist MM x4603	101,964.73	101,955.37
1061 Truist Operating Checking x1118	665,840.68	326,257.75
1062 Truist Public Fund Checking x6369	28.46	208.46
1065 Capital One CD	99,302.97	98,967.97
1072 Bill.com Money Out Clearing	35.87	534.00
Total Bank Accounts	\$1,958,354.69	\$1,587,702.43
Accounts Receivable	\$179,151.63	\$97,668.63
Other Current Assets	\$88,025.00	\$55,667.00
Total Current Assets	\$2,225,531.32	\$1,741,038.06
TOTAL ASSETS	\$2,225,531.32	\$1,741,038.06
LIABILITIES AND EQUITY	\$2,225,531.32	\$1,741,038.06

Town of Cottage City

Item # 2.

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

July 2025 - January 2026

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential	540,722.62	466,257.00
4006 Real Estate Taxes - Commercial	271,617.51	402,087.00
4015 Personal Property Taxes	94,149.18	40,000.00
4025 Income Tax	83,355.46	105,000.00
4030 Highway User Tax	25,051.06	54,311.00
4035 Fines & Forfeitures	36,934.12	8,000.00
4040 Speed Camera Fines	338,931.21	300,000.00
4041 Speed Camera Fees	106,045.94	
4042 Red Light Camera Fines	161,259.88	50,000.00
4043 Red Light Camera Fees	86,180.41	
4055 Franchise Fees (Cable TV)	8,051.07	18,000.00
4065 Licenses - Town	2,390.31	7,000.00
4075 Permits	50.00	
4085 Police Aid	16,284.70	26,550.00
4095 Interest Income	26,386.39	25,000.00
4102 Town Hall Rental	3,700.00	1,800.00
4107.1 Donations	3,572.55	3,000.00
4200 Miscellaneous	4,690.00	
Total 4000 Operating Revenue	1,809,372.41	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		400,815.00
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	63,000.00	1,911,385.00
4201 Appropriated from Fund Balance		1,582,200.00
4202 Appropriated from Fund Balance ARPA		128,345.00
Total Income	\$1,872,372.41	\$5,128,935.00
GROSS PROFIT	\$1,872,372.41	\$5,128,935.00
Expenses		
5000 General Government		
5005 Salaries	118,882.83	165,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	20,412.00	35,000.00
Total 5005 Salaries	139,294.83	202,500.00
5015 Payroll Taxes	10,894.86	16,200.00

Town of Cottage City

Item # 2.

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

July 2025 - January 2026

	TOTAL	
	ACTUAL	BUDGET
5025 Health Insurance	8,445.19	14,000.00
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	12,080.44	1,700.00
5037 Unemployment Benefits	23,781.91	
5040 Audit Fee	11,075.00	14,500.00
5065 Community Enhancement		
5065.10 Newsletter	2,886.42	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	8,963.64	30,600.00
5070 Community Garden	1,221.67	3,500.00
5071 Community Garden - 24 ARPA		11,448.00
5085 Contractual Services (Accounting Fees)	22,492.50	44,000.00
5086 Cell Phone	468.03	1,500.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses		1,200.00
5100 Insurance - Gen. & Public Offic	2,994.00	4,000.00
5107 IT Support	15,069.86	17,000.00
5115 Legal Fees	42,166.48	40,000.00
5120 Miscellaneous	1,088.00	2,000.00
5125 Membership Dues	3,954.00	4,000.00
5130 Commissioner Municipal Convention & Conf.	4,067.32	14,700.00
5135 Office Expense	25,489.30	31,000.00
5140 Printing & Legal Ads		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		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	2,101.06	3,000.00

Town of Cottage City

Item # 2.

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

July 2025 - January 2026

	TOTAL	
	ACTUAL	BUDGET
5150.3 Cottage City Day	10,989.67	5,000.00
5150.4 Halloween	1,343.17	750.00
5150.5 Breakfast with Santa	869.16	1,400.00
5150.7 Refreshments	6,943.31	1,000.00
5150.8 Senior Harvest Dinner	500.00	500.00
Total 5150 Special Events	24,237.92	21,850.00
5160 Town Communications	125.32	8,000.00
5165 Town Hall Maintenance & Repairs	12,621.90	12,000.00
5170 Town Hall Utilities	23,820.04	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	413,626.40	549,318.00
5200 Public Works		
5205 Salaries	36,340.26	54,080.00
5210 Payroll Taxes	2,780.03	4,326.00
5211 Health Insurance	212.94	
5215 Workers Comp Ins.	18,651.56	
5230 Equipment Maint & Operating Exp	22,116.27	25,000.00
5232 Gasoline	5,237.18	8,000.00
5235 Highway Lighting		24,000.00
5237 MML & Training Expenses	833.00	
5260 Roadway/Sidewalk Const. Maint. & Supplies	2,493.12	7,500.00
5271 Maintenance	11,135.02	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	78,962.72	121,643.00
Total 5200 Public Works	178,775.35	297,749.00
5400 Police Department		
5405 Salaries	91,970.16	380,783.00
5406 Overtime		10,000.00
Total 5405 Salaries	91,970.16	390,783.00
5415 Payroll Taxes	9,454.71	23,447.00
5425 Health Insurance	24,550.46	53,817.00
5430 Retirement		17,500.00
5435 Workers Comp Ins.	23,737.00	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	9,860.51	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 2025 - January 2026

	TOTAL	
	ACTUAL	BUDGET
5505 Training	1,748.43	6,000.00
5506 Training - Police Chief	350.00	6,000.00
5515 Uniforms & Accessories	1,313.38	8,000.00
5520 Vehicle Operation & Maintenance	7,021.09	10,000.00
5525 Gasoline - PD	1,745.08	18,000.00
5534 Police Community Outreach	4,626.40	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	1,927.17	2,700.00
5542 Lefta System		3,000.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program Fees	86,180.41	
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	106,045.94	
Total 5600 Speed Camera	106,045.94	180,700.00
Total 5400 Police Department	415,773.28	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	3,865.00	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	14,175.02	26,200.00
6054.15 ARPA Food Bank	11,193.57	15,000.00
6054.7 Grant Writer Salary	44,378.07	68,700.00
6054.8 Grant Writer Fringe	727.75	24,250.00
Total 6054 ARPA Grant Expense	70,474.41	134,150.00
Total 6000 Grant Expenditures	449,120.13	2,090,535.00
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 2025 - January 2026

	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
Total Expenses	\$1,476,207.16	\$3,820,549.00
NET OPERATING INCOME	\$396,165.25	\$1,308,386.00
NET INCOME	\$396,165.25	\$1,308,386.00

Town of Cottage City

Item # 2.

Balance Sheet

As of February 28, 2026

	TOTAL	
	AS OF FEB 28, 2026	AS OF FEB 28, 2025 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	0.00	303,163.41
1010 Savings - Capital One	5,197.53	5,191.15
1014 US Bank x5954	12,575.00	13,550.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	769,752.47	740,647.39
1060 Truist MM x4603	0.00	101,956.15
1061 Truist Operating Checking x1118	1,099,240.92	599,421.71
1062 Truist Public Fund Checking x6369	-2.00	193.46
1065 Capital One CD	99,302.97	98,967.97
1072 Bill.com Money Out Clearing	-200.00	1,839.00
Total Bank Accounts	\$1,986,332.92	\$1,865,396.27
Accounts Receivable	\$172,968.89	\$96,475.09
Other Current Assets	\$89,314.12	\$55,667.00
Total Current Assets	\$2,248,615.93	\$2,017,538.36
TOTAL ASSETS	\$2,248,615.93	\$2,017,538.36
LIABILITIES AND EQUITY	\$2,248,615.93	\$2,017,538.36

Town of Cottage City

Item # 2.

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

July 2025 - February 2026

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential	446,332.89	466,257.00
4006 Real Estate Taxes - Commercial	384,905.01	402,087.00
4015 Personal Property Taxes	94,149.18	40,000.00
4025 Income Tax	86,454.51	105,000.00
4030 Highway User Tax	25,051.06	54,311.00
4035 Fines & Forfeitures	66,120.69	8,000.00
4040 Speed Camera Fines	369,897.89	300,000.00
4041 Speed Camera Fees	117,109.26	
4042 Red Light Camera Fines	197,217.07	50,000.00
4043 Red Light Camera Fees	105,541.97	
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	26,393.11	25,000.00
4102 Town Hall Rental	4,000.00	1,800.00
4107.1 Donations	4,022.55	3,000.00
4200 Miscellaneous	4,690.00	
Total 4000 Operating Revenue	1,958,611.27	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		400,815.00
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	63,000.00	1,911,385.00
4201 Appropriated from Fund Balance		1,582,200.00
4202 Appropriated from Fund Balance ARPA		128,345.00
Total Income	\$2,021,611.27	\$5,128,935.00
GROSS PROFIT	\$2,021,611.27	\$5,128,935.00
Expenses		
5000 General Government		
5005 Salaries	134,907.14	165,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	23,328.00	35,000.00
Total 5005 Salaries	158,235.14	202,500.00
5015 Payroll Taxes	12,358.01	16,200.00
5025 Health Insurance	10,099.69	14,000.00

Town of Cottage City

Item # 2.

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

July 2025 - February 2026

	TOTAL	
	ACTUAL	BUDGET
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	13,615.83	1,700.00
5037 Unemployment Benefits	23,781.91	
5040 Audit Fee	11,075.00	14,500.00
5065 Community Enhancement		
5065.10 Newsletter	4,031.46	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	10,108.68	30,600.00
5070 Community Garden	1,221.67	3,500.00
5071 Community Garden - 24 ARPA	343.28	11,448.00
5085 Contractual Services (Accounting Fees)	22,492.50	44,000.00
5086 Cell Phone	2,048.84	1,500.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses		1,200.00
5100 Insurance - Gen. & Public Offic	2,994.00	4,000.00
5107 IT Support	15,129.96	17,000.00
5115 Legal Fees	44,791.48	40,000.00
5120 Miscellaneous	1,088.00	2,000.00
5125 Membership Dues	3,954.00	4,000.00
5130 Commissioner Municipal Convention & Conf.	4,067.32	14,700.00
5135 Office Expense	26,988.06	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	521.21	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		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 # 2.

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

July 2025 - February 2026

	TOTAL	
	ACTUAL	BUDGET
5150.4 Halloween	1,343.17	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	24,913.15	21,850.00
5160 Town Communications	125.32	8,000.00
5165 Town Hall Maintenance & Repairs	14,137.22	12,000.00
5170 Town Hall Utilities	28,206.31	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	451,189.56	549,318.00
5200 Public Works		
5205 Salaries	40,812.46	54,080.00
5210 Payroll Taxes	3,122.15	4,326.00
5211 Health Insurance	283.92	
5215 Workers Comp Ins.	13,154.79	
5230 Equipment Maint & Operating Exp	23,175.95	25,000.00
5232 Gasoline	5,377.80	8,000.00
5235 Highway Lighting		24,000.00
5237 MML & Training Expenses	833.00	
5260 Roadway/Sidewalk Const. Maint. & Supplies	2,580.62	7,500.00
5271 Maintenance	27,226.75	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	101,559.99	121,643.00
Total 5200 Public Works	218,140.68	297,749.00
5400 Police Department		
5405 Salaries	107,203.09	380,783.00
5406 Overtime		10,000.00
Total 5405 Salaries	107,203.09	390,783.00
5415 Payroll Taxes	10,156.90	23,447.00
5425 Health Insurance	25,917.10	53,817.00
5430 Retirement		17,500.00
5435 Workers Comp Ins.	33,373.38	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	10,926.41	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 # 2.

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

July 2025 - February 2026

	TOTAL	
	ACTUAL	BUDGET
5506 Training - Police Chief	720.00	6,000.00
5515 Uniforms & Accessories	1,313.38	8,000.00
5520 Vehicle Operation & Maintenance	20,434.51	10,000.00
5525 Gasoline - PD	2,165.31	18,000.00
5534 Police Community Outreach	6,023.78	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	1,927.17	2,700.00
5542 Lefta System		3,000.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program Fees	105,541.97	
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	117,069.26	
Total 5600 Speed Camera	117,069.26	180,700.00
Total 5400 Police Department	489,763.23	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	3,865.00	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	14,925.02	26,200.00
6054.15 ARPA Food Bank	12,813.57	15,000.00
6054.7 Grant Writer Salary	44,378.07	68,700.00
6054.8 Grant Writer Fringe	727.75	24,250.00
Total 6054 ARPA Grant Expense	72,844.41	134,150.00
Total 6000 Grant Expenditures	451,490.13	2,090,535.00
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
Total 6501 General Government Capital Outlays		201,700.00

Town of Cottage City

Item # 2.

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

July 2025 - February 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	18,912.00	227,200.00
Total Expenses	\$1,629,495.60	\$3,820,549.00
NET OPERATING INCOME	\$392,115.67	\$1,308,386.00
NET INCOME	\$392,115.67	\$1,308,386.00

TOWN OF COTTAGE CITY
RESOLUTION 2026-03

Item # 11.

**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**

Introduced by: The Cottage City Commission

WHEREAS, the Town of Cottage City is committed to providing equitable, inclusive, and nondiscriminatory access to municipal programs, services, activities, and information for all residents, visitors, and stakeholders; and

WHEREAS, individuals with Limited English Proficiency may experience barriers to accessing government programs and services without reasonable language assistance; and

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of national origin by recipients of federal financial assistance, and denial of meaningful access due to language barriers constitutes national origin discrimination; and

WHEREAS, Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, requires public entities receiving federal funds to take reasonable steps to ensure meaningful access to their programs and activities; and

WHEREAS, the United States Department of Agriculture has adopted a comprehensive Language Access Plan dated November 9, 2023, establishing standards, procedures, and best practices to ensure meaningful access for individuals with Limited English Proficiency in federally conducted and federally assisted programs
USDA-language-access-plan [30]; and

WHEREAS, the Town of Cottage City administers and may in the future administer or benefit from federally assisted programs, grants, and activities, and therefore must ensure compliance with applicable federal civil rights and nondiscrimination requirements; and

WHEREAS, adoption of a formal Language Access Plan supports transparency, accountability, community engagement, and compliance with federal requirements while strengthening public trust in municipal government;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF COTTAGE CITY, MARYLAND, that:

The Town of Cottage City hereby adopts a Language Access Plan consistent with the principles, standards, and requirements set forth in the United States Department of Agriculture Language Access Plan dated November 9, 2023, as guidance for ensuring meaningful access for individuals with Limited English Proficiency.

TOWN OF COTTAGE CITY
RESOLUTION 2026-03

The Language Access Plan shall apply to all Town-conducted programs, services, activities, communications, and public engagement efforts, and to federally assisted programs administered by or on behalf of the Town, as applicable.

The Cottage City Commission designates the Town Manager, or designee, as the Town’s Language Access Coordinator, responsible for oversight, implementation, periodic review, and coordination of language access services.

The Town shall take reasonable steps, based on available resources and community needs, to provide language assistance services including interpretation, translation of vital documents, public notification of language assistance availability, staff training, and outreach to communities with Limited English Proficiency.

The Language Access Plan shall be reviewed periodically and updated as necessary to reflect changes in community demographics, program requirements, funding sources, or applicable federal or state law.

This Resolution shall take effect immediately upon adoption.

ADOPTED this 11th day of March, 2026, by The Cottage City Commission of the Town of Cottage City, Maryland.

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By:

Wanda Wheatley, Ward 3, Commissioner Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 11th day of March 2026 with ____ Aye votes and ____ Nay votes, the aforesaid Resolution 2026-03 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY
RESOLUTION 2026-04

Item # 12.

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 RIGHTS 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.

Introduced by: The Cottage City Commission

WHEREAS, the General Assembly of Maryland established policies supporting large-scale urban tree planting and environmental restoration efforts, with goals to expand tree canopy coverage in underserved communities and along public rights of way; and

WHEREAS, the Prince George’s County Department of the Environment’s mission includes supporting municipalities through large scale tree plantings and other nature-based solutions which enhance climate resilience and quality of life; and

WHEREAS, Prince George’s County tree programs align with County Climate Action Mitigation Implementation Strategy 11, Maintain a climate-resilient equitable forest and tree canopy cover as well as Adaptation Implementation Strategy 7: Reduce Exposure of vulnerable populations to extreme heat, and

WHEREAS, the Prince George’s County Urban Tree Program allows for the planning, design, surveying, utility location, soil testing, installation, and establishment of native urban street trees within municipal public spaces and rights of way; and

WHEREAS, the Town of Cottage City desires to participate in this initiative as a sub-recipient through the receipt of work product, infrastructure improvements, and environmental assets delivered by the County, while incurring no direct financial obligation; and

WHEREAS, similar programs have been successfully implemented in other municipalities within Prince George’s County, generating substantial real-world environmental, infrastructure, and community benefits; and

TOWN OF COTTAGE CITY
RESOLUTION 2026-04

Item # 12.

WHEREAS, the Town of Cottage City maintains authority and control over public rights of way, streets, and municipal properties within its corporate limits, subject to applicable State and County jurisdiction; and

WHEREAS, the Town Commission desire to formally authorize access to municipal properties and rights of way to allow for the lawful and coordinated implementation of this urban tree planting initiative.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the Town of Cottage City, Maryland, that the Town hereby approves participation in the Prince George's County Urban Tree Program and grants permission to the Prince George's County Department of the Environment, its contractors, agents, and assigns, to access and enter designated municipal properties and rights of way within the Town of Cottage City for the purpose of designing, surveying, locating utilities, testing soil, locating and planting trees, and performing other duties necessary for the installation and establishment of urban street trees.

BE IT FURTHER RESOLVED that the Commission is hereby authorized to execute any necessary documents, access agreements, or related instruments required to facilitate this program on behalf of the Town, subject to legal sufficiency.

BE IT FURTHER RESOLVED that the Town's participation in this program shall not require the expenditure of Town funds and shall instead be received as environmental, infrastructure, and public benefit improvements delivered through the County initiative.

BE IT FURTHER RESOLVED that the Commission acknowledges that coordination with the County and its implementation partners will be facilitated on behalf of the Town to ensure the successful planning and implementation of this program.

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

ADOPTED this 11th day of March, 2026, by The Cottage City Commission of the Town of Cottage City, Maryland.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

TOWN OF COTTAGE CITY
RESOLUTION 2026-04

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 11th day of March 2026 with ____ Aye votes and ____ Nay votes, the aforesaid Resolution 2026-04 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY
RESOLUTION 2026-05

Item # 13.

A RESOLUTION TO APPROVE A TOWN HEALTH & LIFE INSURANCE POLICY FOR EMPLOYEES OF THE TOWN OF COTTAGE CITY

WHEREAS, the Commission of the Town of Cottage City recognizes the importance of providing comprehensive and affordable Health & Life Insurance benefits to its employees; and

WHEREAS, offering Health & Life Insurance promotes employee well-being, supports recruitment and retention, and enhances the Town's ability to provide high-quality public services; and

WHEREAS, the Town has reviewed available health & Life Insurance options and determined that establishing an official Town health & Life Insurance policy is in the best interest of the employees and the residents of The Town Cottage City;

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

1. The Town hereby approves and adopts a Town Health & Life Insurance Policy for eligible employees.
2. The Town of Cottage City will pay up to the first \$1,000.00 for eligible employees enrolled in the Town approved Health Insurance Plans. Anything above the \$1,000.00 will be the responsibility of the employee and shall be deducted from said employee's salary through payroll deduction plan.
3. All full-time employees of the Town shall be covered by group life insurance policies in the amount of \$50,000.00. The full cost of the life insurance shall be paid by the Town.
4. Other Insurance Coverages: All employees shall be eligible to purchase additional coverages, which may be available through the Town by private carriers. The full cost of the premiums for such insurance coverage shall be the responsibility of the employee and shall be deducted from said employee's salary through payroll deduction plan. All efforts will be made by the Town to offer these policies on a pre-tax basis.

BE IT FURTHER RESOLVED, the Town will amend Section IV (Page 27) of the Employee Handbook

BE IT FURTHER RESOLVED that this Resolution shall take effect July 1, 2026, as part of the FY27 Budget.

TOWN OF COTTAGE CITY
RESOLUTION 2026-05

ADOPTED this 11th day of March 2026, by the Cottage City Commission of the Town of Cottage City, Maryland.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 11th day of March 2026 with ____ Aye votes and ____ Nay votes, the aforesaid Resolution 2026-05 passed.

John Hoatson, Town Manager

TOWN OF COTTAGE CITY
RESOLUTION 2026-06

Item # 14.

A RESOLUTION OF THE COTTAGE CITY COMMISSION OF THE TOWN OF COTTAGE CITY TO AMEND THE OFFICIAL TOWN HOLIDAY SCHEDULE TO INCLUDE PRESIDENTS DAY, NATIVE AMERICAN DAY, AND VETERANS DAY, AND TO UPDATE HOLIDAY OBSERVANCES TO SUPPORT EMPLOYEE MORALE AND RETENTION

Introduced by: The Cottage City Commission

WHEREAS, the Cottage City Commission of the Town of Cottage City recognize the importance of supporting employee morale, wellness, and retention through meaningful workplace policies; and

WHEREAS, the observance of federal and culturally significant holidays reflects the Town's commitment to honoring the history, service, and contributions of diverse communities and the nation; and

WHEREAS, the Town currently recognizes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving (Employee Appreciation Day)
- Christmas Day

WHEREAS, the Cottage City Commission desire to expand and clarify the Town's recognized holidays to include additional observances of national and cultural significance;

NOW, THEREFORE, BE IT RESOLVED, The Cottage City Commission of the Town of Cottage City that the official Town holiday schedule is hereby amended to include the following recognized paid holidays:

OFFICIAL TOWN PAID HOLIDAYS

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- *Inauguration Day (every four years)*
- *Presidents Day*
- Memorial Day

TOWN OF COTTAGE CITY
RESOLUTION 2026-06

Item # 14.

- Juneteenth Day
- Independence Day
- Labor Day
- *Native American Day (Columbus Day)*
- *Veterans Day*
- Thanksgiving Day
- Day After Thanksgiving (*Employee Appreciation Day*)
- *Christmas Eve*
- Christmas Day

BE IT FURTHER RESOLVED, the Town will amend Section IV (Page 27) of the Employee Handbook, to include Inauguration Day (every 4 years), Presidents Day, Native American Day (Columbus Day), Veterans Day & Christmas Eve.

An employee must be working or be on an approved leave status the day before and/or the day after the holiday to receive holiday pay. If any town paid holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If a town paid holiday falls on a Sunday, the following Monday will be observed as the holiday. Employees required to work on holidays shall be paid one and one-half (1 1/2) times their hourly rate for hours worked, in addition to their regular holiday pay. Regular holiday pay for all employees except police officers shall be eight (8) hours. Police officers required to work on an authorized holiday shall be compensated at a rate of one and one-half (1 1/2) times the normal rate of pay for all scheduled hours and at 1 1/2 times their normal rate of pay for all additional hours. Whenever an official holiday falls on a weekend and is celebrated on the preceding Friday or the following Monday, the day it is celebrated is considered a substitute holiday. Police officers required to work either on the official holiday, or the substitute holiday shall be compensated at the holiday pay rate. An employee who is required to work on both the official holiday and the substitute holiday shall be entitled to holiday pay for only one day. Whenever a police officer's regularly scheduled days off falls on the actual or celebrated holiday that officer shall receive one scheduled workday of holiday leave which must be used within 30 days of the holiday.

BE IT FURTHER RESOLVED, that the addition of Inauguration Day (every 4 years), Presidents Day, Native American Day (*Columbus Day*), Veterans Day & Christmas Eve is intended to:

- Honor the service and contributions of veterans and Native American communities
- Recognize national leadership and civic history
- Promote inclusiveness and cultural awareness
- Improve employee morale and strengthen workforce retention

TOWN OF COTTAGE CITY
RESOLUTION 2026-06

BE IT FURTHER RESOLVED, this resolution shall take effect immediately upon adoption and shall apply to all eligible Town employees in accordance with the Town’s personnel policies.

ADOPTED this 11th day of March, 2026, by The Cottage City Commission of the Town of Cottage City, Maryland.

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By:

Wanda Wheatley, Ward 3, Commissioner Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 11th day of March 2026 with ____ Aye votes and ____ Nay votes, the aforesaid Resolution 2026-06 passed.

John Hoatson, Town Manager



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

March 11, 2026

MEMORANDUM

To: Cottage City Commission

From: John Hoatson, Town Manager

Date: March 11, 2026

Subject: Recommendation for Lawn / Grounds Maintenance Contract

After reviewing the proposals for the Town's lawn and grounds maintenance contract, staff evaluated each contractor's qualifications, experience, and regulatory compliance.

Two contractors submitted proposals: American Landscaping, Inc. and Shamrock Lawn Maintenance.

As part of the evaluation, staff verified whether each contractor holds the appropriate licenses to apply fertilizer and weed control products in the State of Maryland. The Maryland Department of Agriculture requires contractors performing pesticide or fertilizer application to maintain valid licenses.

The findings are as follows:

- American Landscaping, Inc. holds a valid Pesticide License (#2008) and a Professional Fertilizer Applicator License (MDA-F 0877).
- Shamrock Lawn Maintenance is not currently licensed to apply fertilizer or weed control products.

Because proper licensing is required to legally perform fertilizer and pesticide applications, American Landscaping, Inc. meets the regulatory requirements for

the services included in the contract, while Shamrock Lawn Maintenance does not currently meet these requirements.

Recommendation:

Based on the review of licensing and compliance with Maryland Department of Agriculture regulations, staff recommends awarding the lawn and grounds maintenance contract to American Landscaping, Inc.

Attached to this memo are copies of the licenses that American Landscaping, Inc. holds.

If you require additional information, please let me know.



Maryland Nutrient Management Program For Hire Professional Fertilizer Applicators

First Name	Middle	Last Name	Suffix	Company	Branch Location	Certification Number	Business License #
Gary	L.	Wisniewski		Amazing Grass	Professional Turf Solutions	PFA 2530	
Brandon	C.	Ambush		Ambush Logistics, LLC dba	Mastergreen Lawn Care	PFA 2591	MDA-F 1319
Brian		Martins		American Landscaping, Inc.		PFA 1764	MDA-F 0877
James	D.	Fisher		American Turf		PFA 0191	MDA-F 0728
Patrick	D.	Anderson		Anderson Lawn Care		PFA 2284	MDA-F 1229
Christian	A.	Paul		Anne Arundel Mannor		PFA 0204	MDA-F 0128
Steven	B.	Thomas		Anne Arundel Mannor		PFA 0488	MDA-F 0128
Sean	P.	Watson		Anne Arundel Mannor		PFA 2611	MDA-F 0128
Thomas	L.	Herr		Anthony's Flowers & Landscaping, Inc.		PFA 2181	MDA-F 0047
Ryan		Acre		Antietam Tree Service, Inc.		PFA 0998	MDA-F 0682
J.	Randall	Finn		Antietam Tree Service, Inc.		PFA 1351	MDA-F 0682
Joel	O.	Flores		Aramark Global Business Services		PFA 0115	MDA-F 0883
Chad	K.	Thurman		Arbor Care, Inc.		PFA 2266	MDA-F 1221
Matthew	D.	Bichner		Arbor Landscapers, Inc.		PFA 2013	MDA-F 0843
Kevin	W.	Weber		Arboreal Artisans, Inc.		PFA 0764	MDA-F 0256
Mason	C.	Hofmeister		Argyle Land Company, Inc. t/a	Argyle Country Club	PFA 2398	MDA-F 0345
Laura	J.	Kuttler		Argyle Land Company, Inc. t/a	Argyle Country Club	PFA 1803	MDA-F 0345
Cory	M.	Wesselman		Argyle Land Company, Inc. t/a	Argyle Country Club	PFA 1408	MDA-F 0345
Marta	L.	Cruz		Artistic Landscaping, Inc.		PFA 1862	MDA-F 1059
Dean	B.	Statler		Ashton Manor Environmental, LLC		PFA 2093	MDA-F 0902
Fotini	P.	Dousikos	Dambro gio	ATD Landscaping, LLC		PFA 0069	MDA-F 0135
John	R.	Anderes,	III	Atlantic Golf, LP	Queenstown Harbor Golf	PFA 0441	MDA-F 0276

3/3/2026



Maryland Department of Agriculture
Office of Resource Conservation, Nutrient Management Program
50 Harry S Truman Parkway, Suite 201 Annapolis, MD 21401
410-841-5959 www.mda.maryland.gov

Post in a conspicuous place

Item # 15.

Professional Fertilizer Business License

Number: MDA-F 0877
Expires: 12/31/2026

Granted to: Brian Martins
American Landscaping, Inc.
15530 Peach Orchard Road
Silver Spring, MD 20905

This License is granted to said business for Fertilizer Application within the State of Maryland, and in accordance with the provisions of Maryland State Annotated Code, Agriculture Article, Section 8-8

A handwritten signature in black ink, appearing to read "Kevin Atticks".

Kevin M. Atticks, DCD
Secretary of Agriculture



MARYLAND DEPARTMENT OF AGRICULTURE
PESTICIDE REGULATION SECTION
THE WAYNE A. CAWLEY, JR. BUILDING
50 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MARYLAND 21401
(410) 841-5710

10043705

PESTICIDE BUSINESS LICENSE NO. 2008

AMERICAN LANDSCAPING INC
15530 PEACH ORCHARD RD
SILVER SPRING, MD 20905

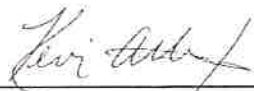
EXPIRES 06/30/2026

POST IN A CONSPICUOUS PLACE

APPLICATION CATEGORIES: 3A, 3C, 6

This license is granted to this business for the application of pesticides, in the category(ies) shown above, within the State of Maryland, in accordance with the provisions of the Agricultural Article, Sections 5-201 through 5-211, Annotated Code of Maryland.

A listing of the Pest Control Categories as appears in the Regulations Pertaining To The Pesticide Applicators Law, Code of Maryland Regulations (COMAR) 15.05.01 is provided on the reverse side of this certificate (license or permit).


Kevin Atticks
Secretary of Agriculture



STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES
FOREST SERVICE



Item # 15.

Certificate of Registration
as a
Licensed Tree Expert

This is to certify that

Brian James Martins

AMERICAN LANDSCAPING INC

15530 Peach Orchard Road

Silver Spring, MD 20905

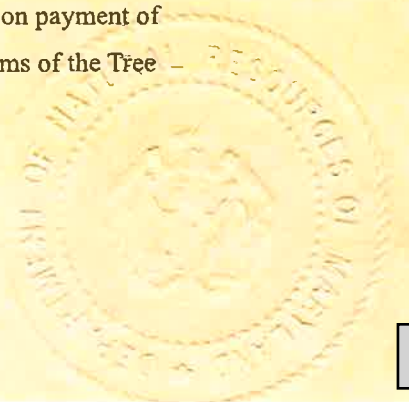
having met the requirements in the Maryland Code is hereby Licensed and qualified to practice
as a tree expert and to engage in the business of the treatment and care of trees in the state of
Maryland.

License 000830

Issued this Thirteenth day of November 2025

This license expires December 31, 2026 and is renewable yearly thereafter upon payment of
the proper fee, or revoked by the Department for non-compliance with the terms of the Tree
Expert Law.

Anne Hairston-Strang
Director/State Forester





DEPARTMENT OF
**ENVIRONMENTAL
PROTECTION**
MONTGOMERY COUNTY • MARYLAND

CERTIFICATE OF ATTENDANCE

Brian Martins

of

AMERICAN LANDSCAPING INC.

has successfully completed the

*2024 Stormwater Facility Maintenance Contractor Training Program,
sponsored by the Montgomery County Department of Environmental Protection,
Stormwater BMP Inspection and Maintenance (SWIM) Program, Rockville, Maryland.*

Pamela Parker, Manager
Stormwater BMP Inspection and Maintenance (SWIM) Program

February 28, 2024

Issue Date

February 28, 2027

Expiration Date



Maryland Nutrient Management Program For Hire Professional Fertilizer Applicators

First Name	Middle	Last Name	Suffix	Company	Branch Location	Certification Number	Business License #
Bryan	A.	Schlosser		Roseland Nurseries, Inc.		PFA 1865	MDA-F 1060
Rowland	G.	Dennie		RowLandScapes		PFA 0564	MDA-F 0207
Jesse	C.	Smith		Royal Greens, Inc.		PFA 0085	MDA-F 0004
Brian	J.	Shufelt		Royal Lawns, LLC		PFA 0259	MDA-F 0510
Ryan	F.	Rote		Ruppert Landscape, Inc.	Baltimore Maintenance	PFA 1548	MDA-F 1247
John	E.	Holtzinger		Ruppert Landscape, Inc.	Frederick Maintenance	PFA 1537	MDA-F 0827
Christopher	W.	Bixler		Ruppert Landscape, Inc.	Silver Spring Maintenance	PFA 2036	MDA-F 1127
Nicolas		Tardif		Ruppert Landscape, Inc.	Silver Spring Maintenance	PFA 2094	MDA-F 1127
Daniel	C.	Trocher		Ruppert Landscape, Inc.	White Marsh Maintenance	PFA 1549	MDA-F 1029
Douglas	L.	Fleming		S.W. Smith Landscaping, LLC		PFA 2630	MDA-F 1330
Sean	P.	Crossley		Sacred Heart Parish		PFA 0917	MDA-F 1359
Aniceto		Sanchez		Sagar Garden Services, Inc.		PFA 1423	MDA-F 0750
Ryan	K.	Leonard		Saint Michaels Ventures, LLC		PFA 1678	MDA-F 0980
Jeb	G.	Augustine		SavATree, LLC		PFA 2721	MDA-F 0645
Joshua	S.	Franz		SavATree, LLC		PFA 1488	MDA-F 0645
Vincent	P.	Hipp		SavATree, LLC		PFA 1780	MDA-F 0645
Matthew	G.	Weathersbee		SavATree, LLC		PFA 2669	MDA-F 0645
William	W.	Levillain		Scapers Landscape Services, Inc.		PFA 1419	MDA-F 0757
Jeffrey	W.	Scarbath		Scarbath Landscaping, LLC		PFA 1638	MDA-F 0965
Thomas	J.	Coates,	Jr.	Seascapes Landscaping & More		PFA 0393	MDA-F 0489
Joseph	A.	Unruh		Sharp Lawn & Tree, Inc.		PFA 1304	MDA-F 0646
Blair	R.	Carey		Shorecut Lawn Care, LLC		PFA 1443	MDA-F 0788
Neil	A.	Stevens		Shoreline Pine, LLC		PFA 2696	
Caroline	B.	Glasgow		Simplot Grower Solutions		PFA 0500	N/A

3/3/2026



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 # 15.

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.

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

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

<u>Submitted to:</u>	<u>Work to be performed at:</u>
Town of Cottage City	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)

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_____



Getting Started with America in Bloom

America in Bloom helps towns and cities of all sizes strengthen civic pride, beautify public spaces, and build lasting community connections. This document provides everything you need to learn about the program, how it works, and how your community can get involved.

Helping Communities Flourish

Communities that are more welcoming and vibrant have a competitive advantage in stimulating economic development, creating a thriving place for people to work and live, and attracting tourists. Success starts with colorful plants and trees, clean and healthy environments, community vitality, and help from America in Bloom.

America in Bloom (AIB) has been helping to transform communities into beautiful and vibrant places for more than 25 years. Our mission is to assist towns and cities of all sizes to enjoy the economic, environmental, and quality of life benefits that come from community beautification efforts, heritage preservation, environmental initiatives, and civic pride. The AIB program inspires people to work together to enhance their community by focusing on key areas that improve the quality of life.

Nearly 400 communities from across the country have been involved in America in Bloom.

Action and Recognition

The Advisors' written report is an action plan that includes observations and suggestions in the seven AIB areas of impact (see right). This action plan is a valuable roadmap and planning tool for projects and improvements you can implement right away. AIB provides a roadmap for success by acknowledging and celebrating the big and small things you are doing to transform your community.

Benefits

There are immediate and long-term benefits of participating in the AIB program because residents, businesses, organizations, and the municipality come together to collaborate on common goals that benefit the whole community:

- **Greater economic development**
- **Improved quality of life**
- **Strengthened civic pride**
- **Beautified public spaces**
- **Increased tourism**
- **Enhanced community vitality**

Key Elements of the Program

Participating communities are visited by trained Advisors who provide constructive feedback and evaluate the community in:

- | | |
|--|--|
|  Community vitality |  Heritage preservation |
|  Flowers and landscaping |  Overall impression |
|  Urban forestry |  Community involvement |
|  Environmental initiatives | |

The Advisors Report: Your Roadmap to Success

The team of Advisors that visits your community will provide a written evaluation report that will serve as a catalyst for community transformation. We've been told you could hire consultants for \$50,000 and not get the type of report you get from the AIB Advisors. You can expect from the report:

- 1 Customized, Actionable Feedback:** The report offers tailored recommendations specific to the community's strengths, opportunities, and challenges. These practical suggestions span AIB's core criteria (like floral and landscapes, environmental efforts, heritage preservation, community vitality, and more) and are designed to guide future improvement efforts through the eyes of visitors and potential investors.
- 2 An Outside Perspective from Experts:** Advisors bring a fresh, experienced viewpoint. Their insights often reveal potential or issues local leaders may overlook, helping the community see itself through the eyes of visitors, potential investors, and residents.
- 3 Recognition of Strengths and Successes:** The report highlights what the community is doing well, celebrating achievements and encouraging continued progress. This affirmation can boost morale and provide a foundation for marketing and grant applications.
- 4 Strategic Planning Resource:** Many communities use the report as a planning tool. It can inform long-term goals, support comprehensive planning efforts, and help prioritize projects across departments and partners.
- 5 Stronger Community Engagement:** By sharing the findings with residents, civic groups, and local leaders, communities can foster dialogue, build momentum, and rally volunteers and stakeholders around common goals for improvement and pride of place.

Recipe for Success: Six Easy Steps to Being Involved with America in Bloom

Participants in the America in Bloom Program include communities of all sizes, business districts, college and university campuses, and military installations. There's a category just right for your community.

Step 1: Register for the program by February 28.

Step 2: Form a local "In Bloom" committee:

Committees may include a member of the municipal council, members of service groups, businesses, garden clubs, historical societies, youth groups, faith communities, or others interested in horticulture, heritage, and improving community life, volunteers of all types, and media. Engage municipal departments, such as parks and recreation, public works, economic development, and tourism, as well.

Step 3: Survey, plan, implement:

Inventory your community's assets, interests, and abilities in each of the areas America in Bloom Advisors will evaluate: Community Vitality, Flowers and Landscapes, Urban Forestry, Environmental Initiatives, Heritage Preservation, and Overall Impression.

- Encourage volunteers of every demographic to participate.
- Inform and engage the media.
- Prepare a community profile that summarizes your achievements in the evaluated area (a template will be provided).
- Develop an itinerary for the Advisors' tour.

Step 4: Host the Advisors for two days:

Two specially trained, experienced advisors will visit your community for two full days. They offer suggestions based on successes they've seen in other cities that can be adapted to your community. Provide lodging for up to three nights and provide a comprehensive tour for them.

Step 5: Attend the Symposium & Awards Program.

At the Symposium & Awards Program, you will get ideas by networking with other participants. Learn from outstanding speakers and tours. Celebrate your achievements. Be recognized for the efforts of everyone who helped to make a difference.

Step 6: After the Symposium & Awards Program

Review the Advisors' evaluation report. It provides useful, practical, and personalized ideas for improvements. Use it as an action plan and springboard for new projects and programs.

Want more information?

✉ aib@americainbloom.org

☎ 614-453-0744

🌸 AmericanBloom.org



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

March 11, 2026

Airspace Authorizations/Waivers Supervisor
TSA Federal Air Marshal Service
Mailstop 6018
6595 Springfield Center Drive
Springfield, Virginia 20598

Whom It May Concern:

On behalf of The Town of Cottage City, I am writing to confirm that the Commissioners fully supports the use of a drone by Drone Drafting, based in Brooklyn, NY to execute aerial filming and photography for their client: **WareSpace LLC**. located at: **3342 Bladensburg Rd in Cottage City Maryland 20782** and the immediate surrounding area.

We understand and support the project's purpose of capturing still images to accurately map the rooftop of these buildings to aid in the design and construction of rooftop solar systems. Satellite imagery, public data, and images captured by planes do not provide clear and accurate enough maps necessary to complete accurate designs of these roofs. This operation is not for recreational use and cannot be feasibly performed by a conventional manned aircraft.

We support a flight to take place on a single day within the next 6 months, provided the subsequent FAA/TSA waiver is granted to the applicant, and a flight date is provided to the Town of Cottage City Town Manager:
(townmanager@cottagecitymd.gov)

The drone would be flown in accordance with all safety guidelines based on the proximity to the Ronald Reagan Washington National Airport.

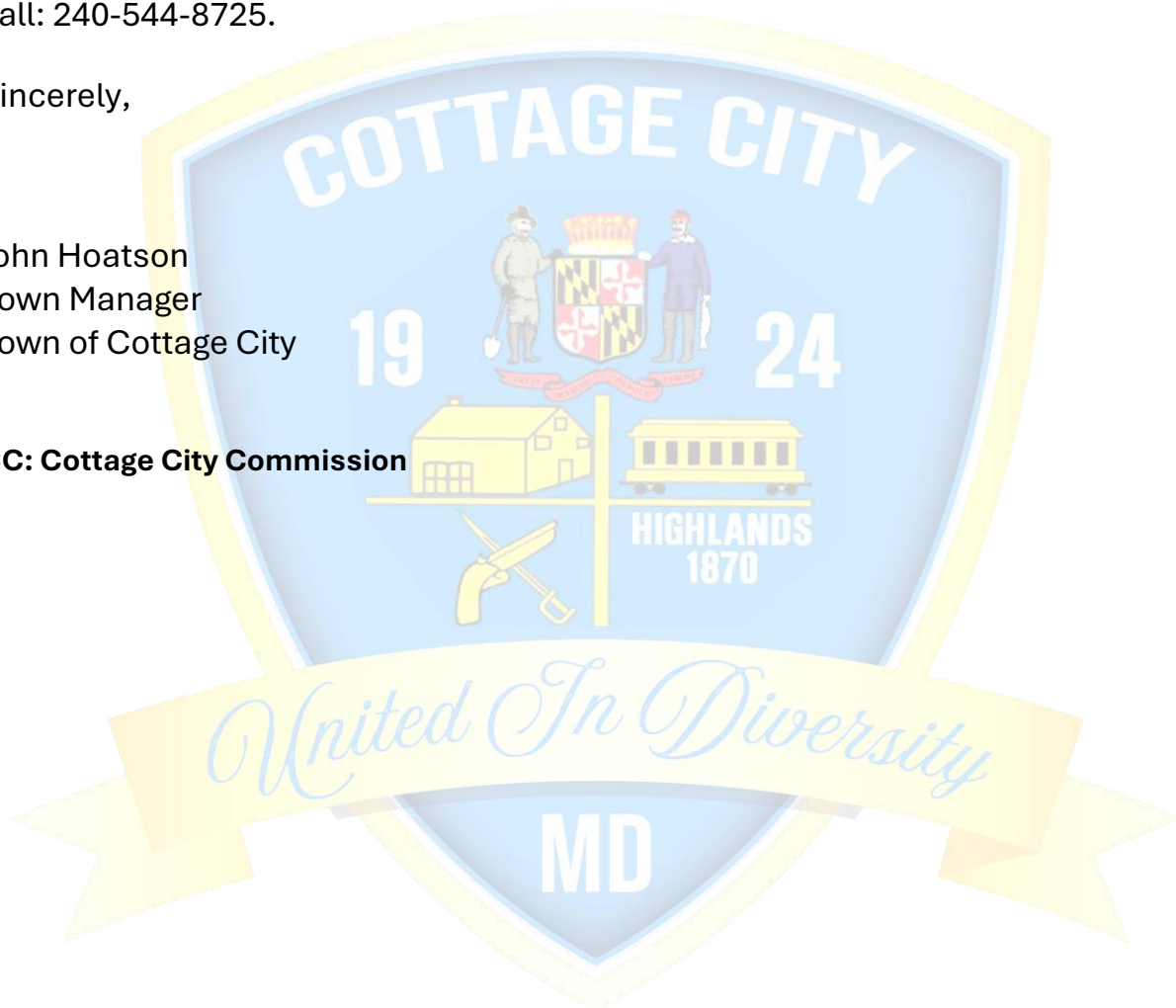
We believe that aerial photography is necessary for this green energy initiative project. We have been briefed and are satisfied that the vendor will undertake appropriate security and safety precautions.

Should you have any questions or need additional information, you have only to call: 240-544-8725.

Sincerely,

John Hoatson
Town Manager
Town of Cottage City

CC: Cottage City Commission



TOWN OF COTTAGE CITY
RESOLUTION 2026-07

Item # 19.

**A RESOLUTION OF THE COMMISSION OF THE TOWN OF COTTAGE CITY IN
SUPPORT OF HB 1142 / SB, ESTABLISHING THE TASK FORCE TO MODERNIZE
COUNTY AND MUNICIPAL REVENUE SOURCES**

Introduced by: The Cottage City Commission

WHEREAS, The Town of Cottage City provides essential frontline services to its residents, including law enforcement, leaf removal, street cleaning, street maintenance and lighting, shuttle van and bus transportation, certain social and recreational services, community amenities, and other municipal services, all of which rely on stable and diversified revenue streams; and

WHEREAS, municipal governments are facing unprecedented inflationary pressures on construction materials, fuel, and labor, alongside increasing state-mandated costs, making the need for modern and flexible revenue sources more urgent than ever; and

WHEREAS, Maryland's municipalities are a primary drivers of economic activity and tourism in the State, yet the current tax structure fails to reinvest a fair share of the wealth generated within municipal borders back into the local infrastructure that supports that very growth; and

WHEREAS, Maryland is one of only six states that fails to share tax revenue from the sale of goods or services with local governments or allow those governments to collect it themselves, creating an over-reliance on property taxes; and

WHEREAS, the current local revenue structure in Maryland has not been comprehensively updated in decades and does not reflect the modern shift toward a service and digital based economy; and

WHEREAS, the proposed Task Force would provide a data-driven, non-partisan forum to study these inequities and recommend solutions that ensure municipal governments can remain fiscally resilient without overburdening local property owners.

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

1. **Support for Legislation:** The Town of Cottage City formally supports the passage of HB 1142 and urges the House Ways and Means Committee and the Senate Budget and Taxation Committee to issue a **Favorable Report**.
2. **Communication of Resolution:** A copy of this resolution shall be transmitted to:
 1. **The Senator representing District 47 – Senator Malcolm Augustine**
 2. **Each Delegate representing District 47 – Delegate Diana Fennell**
Delegate Julien Ivey
 3. **Staff at the Maryland Municipal League**

TOWN OF COTTAGE CITY
RESOLUTION 2026-07

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption.

ADOPTED this 11th day of March, 2026, by The Cottage City Commission of the Town of Cottage City, Maryland.

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 11th day of March 2026 with ____ Aye votes and ____ Nay votes, the aforesaid Resolution 2026-07 passed.

John Hoatson, Town Manager

HB 1142

Department of Legislative Services
Maryland General Assembly
2026 Session

FISCAL AND POLICY NOTE
First Reader

House Bill 1142
Ways and Means

(Delegate Wilkins)

Task Force to Modernize County and Municipal Revenue Structures

This bill establishes a Task Force to Modernize County and Municipal Revenue Structures. The task force must study and evaluate the revenue structure of county and municipal governments within the State and make recommendations regarding the authority of county and municipal governments to increase sources of revenue. The task force must submit a report of its findings and recommendations to the Governor, the Senate Budget and Taxation Committee, the House Appropriations Committee, and the House Ways and Means Committee by December 1, 2026. The Department of Legislative Services (DLS) must provide staff support for the task force. **The bill takes effect July 1, 2026, and terminates June 30, 2027.**

Fiscal Summary

State Effect: DLS can likely handle the staffing requirement with existing budgeted resources. However, if the research or administrative demands of the task force are significant, DLS may require additional general fund expenditures to retain contractual staff or consultants to complete the work of the task force. Any expense reimbursements for task force members are assumed to be minimal and absorbable within existing budgeted resources.

Local Effect: None.

Small Business Effect: None.

Analysis

Bill Summary: The task force’s study and analysis must include:

- the current revenue sources available to each county and municipal government;
- optional revenue sources not currently utilized by county and municipal governments;
- the authority of each county and municipal government to raise revenue from additional sources;
- the revenue sources utilized by counties and municipal governments in other states; and
- an analysis of the impact of potential new county or municipal revenue sources on overall affordability and the cost of living generally (including an account of existing taxes).

Current Law:

Local Government Expenditures

County and municipal governments in Maryland spent over \$45 billion on public services in fiscal 2024. Counties, including Baltimore City, are the primary unit of local government and are responsible for most basic services such as police, fire, local corrections, sanitation, local highways, health, and parks and recreation. Counties are also responsible for funding public schools, libraries, local community colleges, and the circuit courts. Compared to counties, municipalities in Maryland provide a more limited array of public services. Public works and public safety are the two largest functions of municipal governments. In fiscal 2024, county governments, including Baltimore City, accounted for 95.5% of total local government expenditures; whereas, municipal governments accounted for only 4.5%. However, in eight counties, municipal governments accounted for over 10% of local government expenditures ([*Local Government Finances Report*](#) – Page 1).

Local Government Revenues

State aid is the largest revenue source for most county governments in Maryland. Property and income taxes are the largest locally generated revenue sources for counties. Service charges (*e.g.*, sewer and water charges) and property taxes are the largest revenue sources for municipalities in the State. Yet, the relative proportion of revenue sources varies considerably among counties and among municipalities ([*Local Government Finances Report*](#) – Pages 3 and 9). Federal grants account for a small percentage of local government revenues.

Impact Fees, Impact Taxes, and Excise Taxes

Development surcharges (impact fees, impact taxes, or excise taxes) are charges on new development used to fund capital programs and services necessitated by new growth. These development charges allow local governments to shift the costs of financing new public facilities from existing taxpayers to those responsible for the development. Statutory restrictions on allowable uses of the surcharge revenue vary by jurisdiction. Use of the revenue for creation or expansion of public facilities rather than for maintenance or operations of existing facilities is often required. Some county ordinances also require that the additional or expanded facilities benefit the development from which the revenue was generated or benefit a defined district or area in which the development is located. **Appendix – Development Impact Fees and Excise Taxes** shows the surcharge rates and revenues from fiscal 2024 to 2026.

County Revenue Outlook Report

Information on local tax rates and revenue amounts in fiscal 2026 for Baltimore City and county governments is provided in the [County Revenue Outlook Report](#). The report includes information on both general fund and local tax revenues with a focus on property, income, recordation, transfer, hotel rental, and admissions-amusement taxes. A copy of the report is available on the Department of Legislative Services [website](#).

Additional Information

Recent Prior Introductions: Similar legislation has not been introduced within the last three years.

Designated Cross File: None.

Information Source(s): Maryland Association of Counties; Maryland Municipal League; Department of Legislative Services

Fiscal Note History: First Reader - February 22, 2026
caw/tso

Analysis by: Kayvon Samadani

Direct Inquiries to:
(410) 946-5510
(301) 970-5510

Appendix – Development Impact Fees and Excise Taxes

This appendix compiles information on (1) the development impact fees and excise taxes imposed by Maryland counties and (2) the revenues generated by the fees/taxes. Development impact fees and excise taxes enable local governments to collect revenue for new or expanded public facilities or services necessitated by new residential or commercial development, shifting the costs of financing the new or expanded facilities/services from existing taxpayers to those responsible for the development.

The county development impact fees and excise taxes included in this appendix are those charges generally identified as development impact fees or excise taxes, or a variation of those terms (in some cases “surcharge” or “impact tax” is used). However, this appendix does not include all charges imposed on new development to generate revenue to cover costs of new or expanded public facilities/services. Some jurisdictions also impose water- and sewer-related charges (such as capital connection charges or system development charges), and/or mitigation payments based in the county’s adequate public facilities ordinance, that generate revenue for new or expanded public facilities/services. While not focused on in this report, a number of Maryland’s municipalities also impose impact fees or similar charges on new development to generate revenue for public facilities or services they provide.

The first table below shows the counties’ fee amount or tax rate for a single-family detached home in each of fiscal 2024, 2025, and 2026.

The second table shows actual or projected/estimated revenues from counties’ development impact fees and excise taxes for fiscal 2024, 2025, and 2026. This table is based primarily on information provided by the counties in response to the Department of Legislative Services’ (DLS) and the Maryland Association of Counties’ *FY 2026 Local Government Budget and Tax Rate Survey* conducted during summer 2025, supplemented by DLS follow up with certain counties. The extent to which the revenue amounts are actual vs. projected/estimated varies. The fiscal 2024 amounts are actual revenue amounts, and the fiscal 2025 and 2026 amounts are projected/estimated revenues in most cases; in limited cases, some counties were able to provide actual fiscal 2025 revenue amounts.

County Development Impact Fees and Excise Tax Rates¹
Fiscal 2024-2026

County	FY 2024	FY 2025	FY 2026
Anne Arundel ²	\$16,217	\$16,636	\$16,903
Baltimore ³	1.5% of gross sales	\$6.00/sq. ft.	\$6.00/sq. ft.
Calvert	12,950	12,950	12,950
Caroline	5,000	5,000	5,000
Carroll ⁴	3,533	3,533	3,533
Charles	20,330	21,351	21,972
Dorchester ⁵	0	0	5,000
Frederick ⁶	17,961	18,851	19,408
Harford ⁷	6,000	10,000	10,000
Howard ⁸	\$9.77/sq. ft.	\$10.05/sq. ft.	\$10.27/sq. ft.
Montgomery ⁹	56,274	56,274	59,854
Prince	29,188	30,180	30,875
Queen Anne's	\$5.85/sq. ft.	\$5.85/sq. ft.	\$5.99/sq. ft.
St. Mary's	6,697	6,697	6,697
Talbot ¹¹	9,091	9,091	9,356
Washington	\$1.00/sq. ft.	\$1.00/sq. ft.	\$1.00/sq. ft.

sq. ft.: square foot

¹ Fees/rates listed are those applicable to single-family detached dwellings and are per dwelling unless otherwise indicated.

² Rates are for a 2,000 to 2,499 sq. ft. residential unit. Residential rates vary by the square footage of a unit.

³ Baltimore County Bill 45-24 established a \$6.00 per square foot development impact fee for residential development effective August 25, 2024.

⁴ The schools portion of the impact fee was increased from \$0 to \$3,000, increasing the total impact fee from \$533 to \$3,533, effective September 1, 2023.

⁵ The county development excise tax had been suspended since 2014, but the suspension ended in fiscal 2026.

⁶ The rates shown reflect the public school and library impact fee total.

⁷ The impact fee was increased from \$6,000 to \$10,000 – effective March 1, 2025 – pursuant to Bill No. 24-033.

⁸ The fiscal 2024, 2025, and 2026 amounts represent the total of the roads tax amount (\$1.90/sq. ft., \$1.90/sq. ft., and \$1.92/sq. ft., respectively) and the school surcharge amount (\$7.87/sq. ft., \$8.15/sq. ft., and \$8.35/sq. ft., respectively).

⁹ Amounts shown in the table represent the highest rates, that only apply in certain areas. The fiscal 2026 amount represents \$31,301 for schools in turnover impact areas and \$28,553 for transportation in yellow and green policy areas. (In fiscal 2026, the other transportation rates are \$22,841 in orange policy areas and \$9,139 in red policy areas, and the other schools rate, in infill impact areas, is \$30,005.)

¹⁰ Amounts shown in the table represent the total of the school facilities and public safety/behavioral health amounts. The fiscal 2026 amount represents \$20,972 for school facilities and \$9,903 for public safety/behavioral health. A lower school facilities rate (\$12,220 in fiscal 2026) applies inside the beltway and to certain development near mass transit, and a lower public safety/behavioral health rate (\$3,303 in fiscal 2026) applies inside Transportation Service Area 1 as defined in the Prince George's County Approved General Plan and to certain development near mass transit.

¹¹ A lower rate (\$8,080 in fiscal 2026) applies to development inside municipalities.

Source: Department of Legislative Services

County Development Impact Fee and Excise Tax Revenues Fiscal 2024-2026

County	FY 2024	FY 2025	FY 2026	FY 2024-2025		FY 2025-2026	
				Difference	% Difference	Difference	% Difference
Anne Arundel	\$26,733,231	\$15,890,000	\$18,144,000	-\$10,843,231	-40.6%	\$2,254,000	14.2%
Baltimore ¹	-	-	-	-	-	-	-
Calvert	729,097	2,650,094	634,314	1,920,997	263.5%	-2,015,780	-76.1%
Caroline	100,284	100,575	100,000	291	0.3%	-575	-0.6%
Carroll	n/a	n/a	n/a	-	-	-	-
Charles	13,399,715	14,385,288	15,574,000	985,573	7.4%	1,188,712	8.3%
Dorchester ²	0	0	75,000	0	0.0%	75,000	-
Frederick	21,569,252	18,167,170	20,106,910	-3,402,082	-15.8%	1,939,740	10.7%
Harford	2,805,000	4,241,956	6,000,000	1,436,956	51.2%	1,758,044	41.4%
Howard	16,269,060	19,400,000	20,000,000	3,130,940	19.2%	600,000	3.1%
Montgomery	15,574,734	29,464,000	13,832,000	13,889,266	89.2%	-15,632,000	-53.1%
Prince George's	52,116,000	67,780,660	48,000,000	15,664,661	30.1%	-19,780,660	-29.2%
Queen Anne's	2,863,257	2,606,546	2,629,939	-256,711	-9.0%	23,393	0.9%
St. Mary's	1,342,508	1,500,000	1,500,000	157,492	11.7%	0	0.0%
Talbot	769,787	993,000	1,602,272	223,213	29.0%	609,272	61.4%
Washington	1,143,263	2,038,226	600,000	894,963	78.3%	-1,438,226	-70.6%
Total	\$155,415,187	\$179,217,515	\$148,798,435	\$23,802,328	15.3%	-\$30,419,080	-17.0%

n/a: not available at the time of publication

¹ The county imposes a development impact surcharge on new nonresidential construction and a development impact fee on new residential construction; however, minimal revenues have been collected from the surcharge and fee to date and substantial revenues are not expected in fiscal 2026.

² The county development excise tax had been suspended since 2014, but the suspension ended in fiscal 2026.

Source: Department of Legislative Services

TOWN OF COTTAGE CITY
RESOLUTION 2026-08

Item # 20.

**A RESOLUTION OF THE COMMISSION OF THE TOWN OF COTTAGE CITY
AUTHORIZING THE ACCEPTANCE OF A FY2027 GUN VIOLENCE REDUCTION
GRANT FROM THE MARYLAND GOVERNOR’S OFFICE OF CRIME PREVENTION
AND POLICY**

Introduced by: The Cottage City Commission

WHEREAS, The Town of Cottage City is committed to protecting the health, safety, and welfare of its residents through effective law enforcement and crime reduction initiatives; and

WHEREAS, the Maryland Governor’s Office of Crime Prevention and Policy administers the Gun Violence Reduction Grant Program to support law enforcement agencies implementing targeted enforcement strategies designed to reduce firearm related crime within Maryland communities; and

WHEREAS, the Town of Cottage City Police Department submitted an application for funding under the FY2027 Gun Violence Reduction Grant Program to support targeted enforcement and proactive policing initiatives addressing firearm related crime within the Town of Cottage City; and

WHEREAS, the proposed project titled Cottage City Gun Violence Reduction Programming will deploy sworn police officers during dedicated overtime patrol operations focused on firearm related enforcement, proactive patrols, and investigative follow up activities intended to reduce gun violence and enhance public safety within the Town; and

WHEREAS, the grant application requested funding in the approximate amount of Fifteen Thousand Dollars (\$15,000) to support personnel costs associated with sworn officer overtime enforcement operations and related fringe expenses, although the final award amount may vary based on the funding determination made by the Governor’s Office of Crime Prevention and Policy; and

WHEREAS, acceptance of this grant will allow The Town of Cottage City Police Department to enhance targeted enforcement operations designed to reduce illegal firearm possession, support regional crime reduction efforts, and improve community safety.

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

TOWN OF COTTAGE CITY
RESOLUTION 2026-08

Item # 20.

Section 1: The Commission hereby authorize the acceptance of the FY2027 Gun Violence Reduction Grant from the Maryland Governor’s Office of Crime Prevention and Policy, in an amount not to exceed the amount awarded by the granting agency.

Section 2: The Town Manager is hereby authorized to execute any and all grant agreements, certifications, assurances, acceptance forms, and related documents necessary to accept and administer this grant on behalf of the Town of Cottage City if the grant is awarded.

Section 3: The Town Treasurer is authorized to establish the appropriate budget accounts and make any required budget amendments necessary to administer the grant upon award and notification to The Cottage City Commission.

Section 4: The Town administration and Police Department are authorized to implement the program activities and ensure compliance with all grant requirements, reporting obligations, and applicable laws.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption.

ADOPTED this 11th day of March, 2026, by The Cottage City Commission of the Town of Cottage City, Maryland.

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 11th day of March 2026 with ____ Aye votes and ____ Nay votes, the aforesaid Resolution 2026-08 passed.

John Hoatson, Town Manager

MEMORANDUM OF UNDERSTANDING

Between **Prince George’s Gateway Development Authority** and **The Town of Cottage City**

This Memorandum of Understanding (“MOU”) is entered into as of March 11, 2026, by and between the **Prince George’s Gateway Development Authority (“PGGDA”)** and the **Town of Cottage City (“Municipality”)** (collectively, the “Parties”).

I. PURPOSE

The purpose of this MOU is to establish a formal framework for collaboration between PGGDA and the Municipality to support and implement priority development projects identified in the Prince George’s Gateway Development Authority’s comprehensive planning efforts. These projects are intended to revitalize the Gateway corridor and improve quality of life across the six participating municipalities through coordinated, place-based development.

II. BACKGROUND

PGGDA was established pursuant to legislation enacted by the Maryland General Assembly in 2023 to promote coordinated economic development, infrastructure investment, and revitalization efforts across the Gateway communities of Prince George’s County.

The Municipality is a member jurisdiction of PGGDA and shares a common interest in advancing development initiatives that enhance residents’ quality of life, strengthen neighborhoods, expand economic opportunity, and improve transportation and connectivity.

This MOU affirms the Municipality’s commitment to working collaboratively with PGGDA to advance one or more priority projects within its jurisdiction.

III. PROJECT IDENTIFICATION (MUNICIPALITY-SPECIFIC)

The Parties agree that the following project(s) has/have been identified for implementation and/or support by PGGDA within the Municipality:

Project Name:

Community Outreach Center – Old Firehouse Project

Project Location:

3801 38th Avenue Cottage City, Maryland 20722

Project Description:

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 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

Project Category (check all that apply):**X Residents**
☐ Housing
X Neighborhoods**X Economic Development**
☐ Transportation

IV. MUNICIPAL COMMITMENTS

The Municipality agrees to:

1. Work collaboratively with PGGDA in good faith to advance the identified project(s), including participation in planning, coordination, and implementation efforts.
2. Designate a primary municipal point of contact to facilitate communication and coordination with PGGDA.
3. Support project-related activities as appropriate, which may include community engagement, permitting coordination, data sharing, or alignment with municipal plans and priorities.
4. Provide timely documentation related to project site ownership, as outlined in Section V.

V. PROJECT SITE OWNERSHIP AND ADDITIONAL MOUs

A. Municipal Ownership

The Municipality hereby certifies the following regarding ownership of the identified project site:

☒ **The project site is owned by the Municipality.**

☐ The project site is **not owned by the Municipality.**

If the project site is municipally owned, no additional site-control documentation is required unless otherwise requested by PGGDA or a funding entity.

B. Non-Municipal Ownership

If the project site is **not municipally owned**, the Municipality agrees to:

1. Secure an additional Memorandum of Understanding, Letter of Intent, or comparable written agreement between the Municipality and the property owner(s) confirming:
 - The property owner's awareness of the proposed project;
 - The property owner's commitment to allow planning and/or implementation of the project; and
 - The property owner's willingness to cooperate with PGGDA and the Municipality.
2. Provide a copy of such documentation to PGGDA as proof of site control or site cooperation prior to project advancement, funding applications, or implementation.

PGGDA reserves the right to determine whether submitted documentation satisfies project and funding requirements.

VI. PGGDA RESPONSIBILITIES

PGGDA agrees to:

1. Provide strategic planning, coordination, and technical support related to the identified project(s).
2. Assist with identifying and pursuing funding opportunities, including federal, state, and private sources, as appropriate.
3. Facilitate coordination among Gateway municipalities to ensure alignment and maximize regional impact.
4. Support project implementation consistent with available resources, funding conditions, and statutory authority.

VII. TERM AND TERMINATION

This MOU shall remain in effect for a period of **[X] years** from the effective date unless terminated earlier by either Party upon **[30/60] days' written notice** to the other Party.

Termination of this MOU shall not affect obligations already incurred or documentation previously provided unless otherwise agreed in writing.

VIII. NON-BINDING AGREEMENT

This MOU is intended to express the mutual understanding and good-faith intentions of the Parties. It does not create a legally binding obligation to fund or complete any specific project, nor does it obligate either Party to expend funds beyond those appropriated or otherwise available.

IX. AMENDMENTS

This MOU may be amended only by written agreement signed by authorized representatives of both Parties.

X. SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the date first written above.

Prince George's Gateway Development Authority

By: _____
Name:
Title:
Date:

City/Town of Town of Cottage City

By: _____
Name: Wanda Wheatley,
Title: Commissioner Chair, Ward 3
Date: March 11, 2026



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

VOLUNTEER AGREEMENT BETWEEN JOSEPH MAYO, SHUTTLE DRIVER, AND THE TOWN OF COTTAGE CITY

WHEREAS, the Volunteer desires to provide volunteer services to the Town as a Shuttle Driver and other services, and the Town desires to utilize such volunteer services in furtherance of its public purposes; and

WHEREAS, the parties enter into this Agreement in consideration of the mutual promises, covenants, and benefits contained herein, including the Town's acceptance of the Volunteer's services and the Volunteer's opportunity to serve the community.

NOW THEREFORE this Volunteer Agreement ("Agreement") is made and entered into on February 27, 2026, by and between Joseph Mayo ("Volunteer") and the Town of Cottage City ("Town").

1. **Volunteer Status:** The Volunteer understands and agrees that he is serving in a voluntary capacity. No wages, benefits, or other compensation shall be provided for services rendered under this Agreement. This Agreement does not create an employer-employee relationship.
2. **Term of Agreement:** This Agreement shall begin on February 26, 2026, and shall remain in effect until terminated by either party.
3. **Duties and Responsibilities:** The Volunteer agrees to perform the following duties:
 - a. Serve as Shuttle Driver for the Town of Cottage City.
 - b. Operate the Town shuttle van on Mondays and Thursdays from 9:00 AM to 2:00 PM or other times approved by the Town Manager.
 - c. Assist with the Share Food Program on days set on each month.
 - d. Safely operate Town vehicles and follow all applicable traffic laws and Town policies.
 - e. **Additional Driving-Specific Duties:** The Volunteer shall:
 - i. Maintain at all times a valid Maryland Class C (or higher) driver's license and immediately notify the Town in writing of any suspension, revocation,

- citation, or change in status. (A copy of the Volunteer's driver's license will be kept on file at the Town offices.)
- ii. Immediately report to the Town Manager or designee any accident, incident, citation, or damage involving the Town shuttle van, regardless of fault, and shall cooperate fully with any investigation or insurance claim.
 - iii. Operate the Town vehicle only for authorized Town purposes; personal use or transporting unauthorized passengers is strictly prohibited.
 - iv. Do Not operate any Town vehicle while under the influence of alcohol, illegal drugs, or any prescription or over-the-counter medication that may impair safe operation.
 - v. Keep the vehicle clean, report any mechanical issues promptly, and ensure seat belts are used by all passengers.
4. **Vehicle Keys and Security:** All keys to Town vehicles shall be stored in the Alice Shannon Administrative Office when not in use. The Volunteer agrees to follow all procedures for key control and vehicle security.
 5. **Town-Issued Cell Phone:** The Town has issued the Volunteer a cell phone, which remains Town property. The phone must be used only in the Volunteer's capacity as Town Shuttle Driver. Personal calls, except for incidental, urgent and infrequent usage, are prohibited on this government-issued device. Any messages or email content involving Town operations or business received or placed on the cell phone shall be preserved as public records of the Town.
 6. **Insurance and Indemnification:** The Town shall maintain automobile liability insurance covering the Volunteer while operating Town vehicles within the scope of duties under this Agreement. The Town agrees to defend, indemnify, and hold harmless the Volunteer from any and all claims, liabilities, damages, losses, or expenses (including reasonable attorneys' fees) arising out of or relating to the Volunteer's performance of duties as Shuttle Driver, provided such claims do not result from the Volunteer's gross negligence, willful misconduct, or operation of a Town vehicle while under the influence of alcohol or controlled substances.
 7. **Confidentiality:** The Volunteer agrees to maintain strict confidentiality and shall not share, divulge, or disclose:
 - a. The provisions of this Agreement, except to the Volunteer's family, agents, representatives, advisors, or as required by law.
 - b. Any confidential information regarding the Town, its employees, agents, officers, contractors, or affiliated entities.
 - c. Any information considered a trade secret, trademark, service mark, trade name, patent, copyright, or other protected information.
 - d. This confidentiality obligation shall survive the termination of this Agreement.
 8. **Compliance with Laws and Policies:** The Volunteer agrees to comply with all applicable federal, state, and local laws, as well as Town policies and procedures.

9. **Termination:** Either party may terminate this Agreement at any time, with or without cause, upon written notice.
10. **Acknowledgment:** By signing below, the Volunteer acknowledges that he has read, understood, and agrees to the terms of this Agreement, including the new driving duties, insurance, and indemnification provisions.

Volunteer:

Joseph Mayo

Signature: _____

Date: _____

Town of Cottage City Representative:

Name: _____

Title: _____

Signature: _____

Date: _____



Town of Cottage City

Employee Performance Review

Employee Name:		Period Covered	
Department Head:		Review Date:	
Town Manager:		Department:	

☐ Self-Assessment☐ Department Head Review☐ Town Manager Review

Performance Measures (Rate)

1) EXCEPTIONAL	2) VERY GOOD	3) GOOD	4) POOR	5) UNACCEPTABLE
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SECTION A (Performance)

Category	Rating Factor	Rate	Comment (required if rate not 3)
Approach to Work:			
	Follows Instructions		
	Accepts constructive criticism		
	Flexible and adaptable		
	Proactive/take Initiative		
Work Skills:			
	Job knowledge and use of skills		
	Follows procedures & Standards		
	Seeks and learns new skills		
Quality of work			
	Accuracy		
	Consistency		
	Follow-through and Follow up		
Dependability			
	Completes work on time		
	Works well under pressure		
	Punctual with good Attendance		
Communication Skills:			
	Oral expression		
	Written expression		
	Shares information/knowledge willingly		
	Reports information		
	Service to customers		

SECTION-B (Behavior)**Interpersonal Skills:**

	Relationship with colleagues		
	Cooperative		
	Coordination with others		
	Team work		
	Eager to Solve Problems		

Willingness to learn and develop skills

	Seeks training and development		
	Open to ideas		

Personality

	Enthusiastic		
	Fair and mature		

OVERALL RATING**DEVELOPMENT INTEREST GOING FORWARD - (use additional sheets if needed)**

☐ Self-Assessment
 ☐ Department Head Review
 ☐ Town Manager Review

GENERAL COMMENTS - (use additional sheets if needed)

☐ Self-Assessment
 ☐ Department Head Review
 ☐ Town Manager Review

Employee Signature: _____

Department Head Signature: _____

Town Manager Signature: _____



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

Yearly Review Forum Report

1. Yearly Review Forum – Key Objectives

Evaluate Performance

- Review goals set at the beginning of the year
- Analyze results, metrics, and outcomes

Share Achievements

- Highlight major accomplishments and milestones
- Recognize outstanding teams or individuals

Identify Challenges

- Discuss issues faced during the year
- Learn lessons from mistakes or setbacks

Plan for the Next Year

- Set new goals and priorities
- Introducing upcoming projects or strategies

Encourage Feedback

- Allow participants to ask questions
- Gather ideas for improvement

Town of Cottage City
Employee Performance Review

Item # 23.

Employee Name:		Period Covered	
Employee ID:		Review Date:	
Department:		Department Head:	
Position/Title:		Town Manager:	

☐ Self-Assessment
 ☐ Department Head Review
 ☐ Town Manager Review

Performance Measures (Rate)

5) Excellent	4) Very Good	3) Satisfactory	2) Needs Improvement	1) Poor
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SECTION A 1.0 Performance Evaluation

Category	Rating Factor	Rate
Quality of Work		
	Accuracy, thoroughness, and professionalism in completing assigned tasks.	
	Accepts constructive criticism	
	Flexible & adaptable to the changing environment	
	Proactive & or takes Initiative	
Productivity/ Work Output		
	Ability to complete assigned work efficiently and within expected timelines.	
Knowledge of Job		
	Understanding of job duties, procedures, equipment, policies, and municipal operations	
Attendance & Punctuality		
	Reliability in reporting to work on time and maintaining acceptable attendance.	
	Works well under pressure	
Teamwork & Cooperation		
	Ability to work effectively with coworkers, supervisors, elected officials, and the public.	

SECTION A 1.0 Performance Evaluation continued

Category	Rating Factor	Rate
Communication Skills/ Customer & Public Service		
	Ability to clearly convey information verbally & in writing to staff, elected officials, & the public.	
	Responsiveness and professionalism when serving residents, businesses, and elected officials.	
	Commitment to ethical governance, community well-being, and municipal mission.	
Problem Solving Ability		
	Ability to analyze issues, develop solutions, and make sound decisions.	
	Seeks additional work & willingness to learn new skills.	
Initiative & Responsibility		
	Willingness to take ownership of duties and act proactively.	
	Consistency with work and assigned assignments.	
	Willingness to take ownership of mistakes and take action to correct them.	

SECTION B 1.0 Administrative Staff Evaluation

Category	Rating Factor	Rate
Document Management		
	Ability to maintain organized, accurate, and accessible municipal records and documents.	
Accuracy of Reports		
	Preparation of reports, correspondence, and official documents with precision and reliability.	
Meeting Deadlines & Project Goals		
	Ability to complete assignments, reports, and projects within required timeframes.	
Accuracy of Financial Records		
	Accuracy and accountability in maintaining municipal financial documentation, budgets, invoices, and financial reports.	
Accuracy of Payroll & Time & Attendance		
	Proper maintenance and verification of employee timekeeping and attendance records.	

Section B 1.1 Major Achievements During the Year

- _____
- _____
- _____

Projects Completed

SECTION B 1.2 Administrative Staff Evaluation

Administrative Efficiency

	Ability to manage office operations, administrative processes, and municipal workflow in an organized and efficient manner.	
	Managing administrative office workflow.	
	Preparing meeting materials and agendas.	
	Oversight of municipal administrative systems.	

Event Coordination & Setup

	Planning, organizing, and assisting with municipal meetings, public events, and official functions.	
	Coordinating community events and facility setups.	
	Ensuring departments support town events and public meetings.	
	Coordinating major town events with council and community organizations.	

SECTION B 1.3 Areas Needing Improvement

- _____
- _____
- _____

Improving Communication Skills

	Demonstrates efforts to enhance communication with staff, elected officials, and the public through clear, timely, and professional interactions.	
--	---	--

Process Efficiency/ Response Time

	Ability to evaluate and improve municipal administrative processes to increase efficiency and productivity.	
--	---	--

SECTION B 1.4 Training Needs

- _____
- _____
- _____

Customer Service/ IT Skills

	Willingness to improve skills related to serving residents, businesses, and stakeholders professionally and effectively.	
	Ability and willingness to develop proficiency with municipal software, technology systems, and digital tools.	

Leadership

	Efforts to develop leadership skills necessary to guide staff, manage municipal operations, and support community goals.	
	Establishing standards & procedures for departments	

SECTION B 1.5 Goals for the Next Year

- _____
- _____
- _____

SECTION B 1.6 Strategic Goals Progress (Next Year)**Communication**

Process Efficiency/ Response Time

Maintenance Task Completion

	Ability to complete assigned maintenance and repair tasks effectively and within expected timeframes.	
--	---	--

Complaint Response Time

	Timeliness and effectiveness in responding to service requests and citizen complaints related to public works issues.	
--	---	--

Equipment Safety Handling

	Proper use, maintenance, and safety practices when operating municipal tools, vehicles, and equipment.	
--	--	--

Section C 1.1 Major Achievements During the Year

-
-
-

Maintenance Task Completion

Complaint Response Time

SECTION C 1.2 Areas Needing Improvement

-
-
-

Training Needs

	Identification and fulfillment of training to improve skills, knowledge, and safety in public works operations.	
--	---	--

Process Efficiency/ Response Time

	Ability to perform assigned tasks efficiently, accurately, and respond promptly to work orders, service requests, or emergencies.	
--	---	--

SECTION C 1.3 Goals for the Next Year

Item # 23.

- _____
- _____
- _____

SECTION C 1.4 Strategic Goals Progress (Next Year)

Projects			
	Relationship with colleagues		
	Cooperative		
	Coordination with others		
	Teamwork		
	Eager to Solve Problems		
Creating New Processes			
	Seeking training and development		
	Open to ideas		

**OVERALL
RATING**

DEVELOPMENT INTEREST GOING FORWARD - (use additional sheets if needed)

☐ Self-Assessment

☐ Department Head Review

☐ Town Manager Review

Supervisor Comments -

☐ Self-Assessment

☐ Department Head
Review

☐ Town Manager Review

Employee Signature:_____

Department Head Signature:_____

Town Manager Signature:_____