



Regular Town Hall Meeting Agenda

Wednesday, October 08, 2025 at 7:00 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/85277875063?pwd=iXJD8gT3H8FVEF36coatOB8BzADuVH.1>

Webinar ID: 852 7787 5063

Call to Order and Roll Call

Pledge of Allegiance

Consent Agenda

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

Commissioner Reports

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

Old Business

9. Ratify Resignation Of Police / Code Compliance Officer (Commission Vote)
- [10.](#) Emergency Ordinance 2025-02 - Amending Chapter 9 (Traffic & Vehicles) Of The Code Of The Town Of Cottage City, Amending Section 9-15 (Speed Monitoring Systems Penalties; Use Of Revenue) (Commission Discussion & Vote)
- [11.](#) Resolution 2025-09: Town of Cottage City Scholarship (Commission Discussion & Vote)
- [12.](#) 43rd Avenue Stormwater Project (Commission Discussion & Vote)

New Business

13. Ordinance 2025-03: Street Sweeping (1st Reading & Commission Discussion)
- [14.](#) Resolution 2025-10: Pay For Employees In An Acting Capacity (Commission Discussion & Vote)
- [15.](#) Leaf & Snow Removal Proposals (Commission Discussion & Vote)
- [16.](#) Leaf Machine Repair (Commission Discussion & Vote)

- [17.](#) Salt Spreader Quotes (Commission Discussion & Vote)
- [18.](#) Police Vehicle 127 Repair (Commission Discussion & Vote)
- [19.](#) Police Review Panel (Selection of 2 Names) (Commission Discussion & Vote)
- [20.](#) Code Compliance Job Description (Commission Discussion & Vote)
- [21.](#) ICMA Conference: October 25 to October 29 (Commission Discussion & Vote)
- [22.](#) BCCE Community Development Corporation Logos (Commission Discussion & Vote)
- [23.](#) Appointments To BCCE Community Development Corporation (Commission Discussion & Vote)
- [24.](#) Holiday Thanksgiving Turkeys or Meals (Commission Discussion & Vote)

Updates

- [25.](#) PGCMA Legislative Survey 2025-2026 (Commission Discussion)

Public Comments

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

Motion To Go Into A Closed Session:

Notice of Closed Session Under General Provisions Article §3-305(b) (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 personal matter that affects one or more specific individuals".

The Board of Commissioners proposes to go into Closed Session after the October Regular Town Meeting on Wednesday, October 8, 2025, to discuss the Temporary Office Assistant Position.

Open Session Following A 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.

Town of Cottage City

Item # 1.

Balance Sheet

As of March 31, 2026

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

Town of Cottage City

Item # 1.

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

July 2025 - March 2026

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

Town of Cottage City

Item # 1.

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

July 2025 - March 2026

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

Town of Cottage City

Item # 1.

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

July 2025 - March 2026

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

Town of Cottage City

Item # 1.

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

July 2025 - March 2026

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

Town of Cottage City

Item # 1.

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

July 2025 - March 2026

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

**COTTAGE CITY COMMISSION
TOWN OF COTTAGE CITY**

EMERGENCY ORDINANCE NO. 2025-02

AN EMERGENCY ORDINANCE OF THE TOWN OF COTTAGE CITY AMENDING CHAPTER 9 (TRAFFIC AND VEHICLES) OF THE CODE OF THE TOWN OF COTTAGE CITY AMENDING SECTION 9-15 (SPEED MONITORING SYSTEM PENALTIES; USE OF REVENUE) TO CHANGE OR ESTABLISH CERTAIN SPEED CAMERA FINES TO BE BASED ON A GRADUATED SCALE DEPENDING ON THE EXCESSIVENESS OF THE SPEEDING INVOLVED AS PERMITTED BY STATUTE; AND GENERALLY RELATING TO AUTOMATED TRAFFIC ENFORCEMENT SYSTEMS AND TRAFFIC AND VEHICLES

Introduced By: Wanda Wheatley, Commissioner-Chair

WHEREAS, on May 30, 2021, the General Assembly of Maryland enacted HB 619 (Ch. 447 of the 2021 Laws of Md.) authorizing, in addition to designated school zones, the placement of speed monitoring systems (also known as speed cameras) in Prince George's County on highways in residential districts with a maximum posted speed limit of 35 miles per hour to be effective on October 1, 2021; and

WHEREAS, on September 8, 2021, the Cottage City Commission enacted Ordinance No. 2021 – 03 authorizing the use of speed monitoring systems in the Town of Cottage City and establishing the penalty for a speed limit violation recorded by said system, and the means for processing citations for speed limit violations recorded by a speed monitoring system; and

WHEREAS, House Bill 182 effective on October 1, 2025 repeals a statutory provision that sets a maximum amount of \$40 for the civil penalty for speed monitoring systems that is imposed on the owner or driver of a motor vehicle that exceeds a posted speed limit and is recorded by a speed monitoring system, and instead, the bill establishes an escalating penalty structure, with a maximum penalty that ranges from \$40 to \$425 for the offense, depending on the excessiveness of the speed violation; and

WHEREAS, the Cottage City Commission finds it to be in the best interest of the Town, local pedestrians and the motoring public to establish a graduated fine for speed camera violations that varies from the maximums allowed by state law and more reasonably suits local needs by establishing a penalty that ranges and/or includes fines of \$40, \$70, \$100, \$200, and \$300 for the offense, depending on the excessiveness of the speed violation.

SECTION 1.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE COTTAGE CITY COMMISSION, that the Code of the Town of Cottage City as amended herein below is

CAPITALS	:	Indicate matter added to existing law	Page 1 of 4
[Brackets]	:	Indicate matter deleted from existing law	
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.	

hereby enacted, adopted, revised and amended such that said Code and the provisions of said Code and particularly Chapter 9 (Traffic and Vehicles) thereof shall henceforth read as follows:

CHAPTER 9

TRAFFIC AND VEHICLES

SECTION 9-15: SPEED MONITORING SYSTEM PENALTIES; USE OF REVENUE

(a) A civil penalty in the [~~amount of \$40~~] AMOUNTS STATED IN SUBSECTION C OF THIS SECTION per violation [~~is~~] ARE hereby established for speed monitoring system violations, subject to an additional late fee if not paid within thirty (30) days after the issuance of the citation. the penalty shall be paid to the Town of Cottage City, and all unpaid violations shall be forwarded for collections actions, except that, in a contested case before the District Court of Maryland, the penalty shall be collected by the District Court in accordance with §7-302(a) of the Courts and Judicial Proceedings Article of the Maryland Annotated Code and §21-809 of the Transportation Article of the Maryland Annotated Code and distributed in accordance with §12-118 of the Transportation Article of the Maryland Annotated Code, as any of the foregoing may be amended from time to time.

(b) Revenue received by the Town from THE speed camera program shall first be used to recover the costs of implementing and administering the program. Any remaining balance shall be used for public safety purposes as permitted by state law and as set forth in the annual budget adopted by the Cottage City Commission.

(C) A VIOLATION OF SECTION 9-13 (SPEED-MONITORING SYSTEMS) SHALL BE DEEMED A CIVIL INFRACTION PURSUANT TO § 21-809 OF THE TRANSPORTATION ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE PENALTY SHALL BE A FINE OF THE FOLLOWING AMOUNTS:

(I) IF THE CITATION ALLEGES THAT THE DRIVER OF THE MOTOR VEHICLE EXCEEDED THE SPEED LIMIT BY BETWEEN 12 AND 15, INCLUSIVE, MILES PER HOUR, \$40;

(II) IF THE CITATION ALLEGES THAT THE DRIVER OF THE MOTOR VEHICLE EXCEEDED THE SPEED LIMIT BY BETWEEN 16 AND 19, INCLUSIVE, MILES PER HOUR, \$70;

(III) IF THE CITATION ALLEGES THAT THE DRIVER OF THE MOTOR VEHICLE EXCEEDED THE SPEED LIMIT BY BETWEEN 20 AND 29, INCLUSIVE, MILES

CAPITALS	:	Indicate matter added to existing law	Page 2 of 4
[Brackets]	:	Indicate matter deleted from existing law	
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PER HOUR, \$100;

(IV) IF THE CITATION ALLEGES THAT THE DRIVER OF THE MOTOR VEHICLE EXCEEDED THE SPEED LIMIT BY BETWEEN 30 AND 39, INCLUSIVE, MILES PER HOUR, \$200; AND

(V) IF THE CITATION ALLEGES THAT THE DRIVER OF THE MOTOR VEHICLE EXCEEDED THE SPEED LIMIT BY 40 MILES PER HOUR OR MORE, \$300.

SECTION 2.

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

SECTION 3.

AND BE IT FURTHER ORDAINED AND ENACTED, that Section 1 of this Ordinance shall be codified and included within the Code of the Town of Cottage City.

SECTION 4.

AND BE IT FURTHER ORDAINED AND ENACTED, that this Ordinance is an Emergency Ordinance and shall become effective immediately.

SECTION 5.

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

SECTION 6.

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

HAVING BEEN INTRODUCED AND HAVING BEEN READ as an emergency ordinance and passed by a yea and nay vote of the Cottage City Commission with the affirmative votes of at least four (4) of the whole number of members elected to the legislative body as indicated below at a Public Meeting of the Town of Cottage City held on this 8th day of October 2025, at 7 o'clock PM., in the Town Hall in Cottage City, Maryland.

CAPITALS	:	Indicate matter added to existing law	Page 3 of 4
[Brackets]	:	Indicate matter deleted from existing law	
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.	

I HEREBY CERTIFY that the above Emergency Ordinance No. 2025-02 was passed by the required yea and nay votes of the Cottage City Commission on the 8th day of October 2025.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th day of October 2025 with _____ Aye votes and _____ Nay votes, the aforesaid Emergency Ordinance 2025-02 passed.

John Hoatson, Town Manager

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

Page 4 of 4

**A RESOLUTION OF THE COMMISSIONERS OF COTTAGE CITY, MARYLAND
APPROVING THE TIMELINE, ELIGIBILITY, APPLICATION REQUIREMENTS &
SELECTION PROCESS FOR THE ANNUAL COTTAGE CITY SCHOLARSHIP**

Introduced by: Cottage City Commission

WHEREAS, pursuant to Section § 5-205(b)(1) of the LG Article of Md. Ann. Code, the Commission has the power to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants; and

WHEREAS, the Commissioners of Cottage City desire to encourage educational advancement and civic engagement among the youth and residents of the Town of Cottage City; and

WHEREAS, similar scholarship programs in Maryland municipalities have demonstrated positive impacts on community development and resident welfare; and

WHEREAS, the Commissioners of Cottage City find it in the best interest of the Town to establish clear procedures for the Cottage City Scholarship Award.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Cottage City, Maryland, that the following procedures and requirements are hereby approved and adopted for the Cottage City Scholarship Award for the Cottage City Scholarship Award, with a total annual fund as appropriated in the Town's budget (currently \$2,500, subject to annual review and adjustment by the Commissioners):

1. **APPLICATION TIMELINE:**

- The scholarship application shall be made available beginning **May 1st** of each year using a form approved by the Town Manager.
- The scholarship information shall be included in the **May & June Town newsletter**.
- Completed applications and all required supporting documents must be submitted no later than **June 30** of each year.
- The Commissioners shall review and discuss applications at the **July Work Session**.
- The scholarship recipient(s) shall be selected and voted upon at the **July Regular Town Meeting**.
- A ceremonial check shall be presented to the scholarship recipient(s) at the annual **Cottage City Day Community Celebration**.

2. **ELIGIBILITY:**

- Applicants must be **residents of The Town of Cottage City for at least one year prior to application**.
- Applicants must have completed **high school** (or equivalent) and plan to continue their education at a **junior college, college, graduate school, or technical/trade school**.

TOWN OF COTTAGE CITY
RESOLUTION 2025-09

Item # 11.

3. **APPLICATION REQUIREMENTS:**

All applicants must submit a completed application form along with the following documents:

- **Official transcripts** of scholastic record(s).
- One **letter** of recommendation from a teacher, coach, employer, or community leader addressing the applicant's character, academic potential, and civic interest.
- **Proof of residency** (e.g., utility bill or driver's license) and **proof of high school completion** unless indicated on transcript.
- A **written (One Page) Essay** responding to the following prompt: *"Why should I consider a career in municipal government, and how has my experience in Cottage City influenced this interest?"*

4. **SELECTION PROCESS:**

- The Commissioners shall review all qualified applications.
- Applications shall be ranked and evaluated based on the quality of the submitted materials.
- Preference may be given to applicants demonstrating community service or civic engagement in Cottage City.
- The Commissioners will award the money using the following percentages: **1st Place: 75%, 2nd Place: 15%, 3rd Place 10%.**
- If only one scholarship applicant applies, the unawarded appropriated money may be rolled over to the next fiscal year in the same or similar line item. If fewer than three qualified applicants apply, the Commissioners may award the full amount to fewer recipients or roll over unawarded funds to the next fiscal year in the same or similar line item.
- Once the Commission establishes the ranked candidates, they shall approve the **Top 3 Scholarship Recipients by Majority Vote.**
- **Scholarship funds** shall be disbursed directly to the recipient's educational institution upon submission of proof of acceptance and enrollment. Recipients must maintain good academic standing (minimum 2.0 GPA) in their first term to retain the award, or funds may be reclaimed.

5. **ADMINISTRATION AND COMPLIANCE:** The scholarship program shall be administered in a nondiscriminatory manner, without regard to race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, or any other protected characteristic under applicable law. All applications and supporting documents shall be treated confidentially in accordance with data privacy standards.

BE IT FURTHER RESOLVED, that the Town Manager shall provide an annual report to the Commissioners during the budget cycle each year, summarizing the number of applications received, awards granted, and program outcomes, to inform future budget allocations and improvements.

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

TOWN OF COTTAGE CITY
RESOLUTION 2025-09

Item # 11.

INTRODUCED AND PASSED by the Cottage City Commission at a REGULAR TOWN MEETING on October 8, 2025.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th day of October, 2025 with _____ Aye votes and _____ Nay votes, the aforesaid Resolution 2025-09 passed.

John Hoatson, Town Manager

Change Order # 2

Date of Change Order: 09-22-2025 Date Contract Awarded: 07-22-2025

Job Name/Location: 43rd Ave, Brentwood MD

Client: Cottage City, MD - Project # 25-032

10319 Westlake Dr., Suite 177
Bethesda, Maryland 20817
(301) 469-8771

ITEM	QTY	SFMS hereby agrees to make or have made the change(s) specified below:	
1		Per Town Manager's request after close evaluation and walk through on 09/19/2025, it was determined that due to the higher ground elevation there is a potential of erosion and debris sliding down from the landscape area to the back of the newly paved residential alley. SFMS will do the following: 1-Excavate approximately 294' L x 3' W and prep for angle graded area. 2- haul way all the debris and dirt from the property, 3- Provide and install GEO fabric prior install of # 5 Ripraps and 4- Provide and install approximately 294' L x 3' W of # 5 Riprap for erosion control. 4-Manpower- (Equipment Operators & Labor) Total of 104 hrs @ \$44.50= \$4,628.00 Bobcat & Excavator (Equipments) - \$ 1,254.00 Provide and install GEO fabric and Riprap stone- \$8,791.00 Trucking & Dumping- \$ 3,431.00	
		Sub-Total:	\$18,104.00
		OH&P:	15%- \$2,715.00
		Change Order Total:	\$20,819.00
This Change Order becomes part of and in conformance with the original contract.			
CLIENT APPROVAL		ORIGINAL CONTRACT:	
Approved By (Print Name): _____		CURRENT CHANGE ORDER:	\$20,819.00
Signature: _____		CHANGE ORDERS TO DATE:	
Date: _____		REVISED CONTRACT TOTAL:	

Change Order # 3

Date of Change Order: 09-23-2025 Date Contract Awarded: 07-22-2025

Job Name/Location: 43rd Ave, Brentwood MD

Client: Cottage City, MD - Project # 25-032

10319 Westlake Dr., Suite 177
Bethesda, Maryland 20817
(301) 469-8771

ITEM	QTY	SFMS hereby agrees to make or have made the change(s) specified below:	
1		Per Town's request to make the two existing ADA ramps and sidewalks attached to it compliance on 43rd Ave. SFMS, LLC will do the following: 1- Remove and haul away approximately 210 SF of sidewalks, 50' of concrete curb & gutter, and two ADA ramps, 2- Provide and install 210 SF of 5" concrete sidewalks, 3- Provide and install 50' of curb & gutter, and 4- Provide and install two new ADA ramps with 2' x 4' yellow detectable. Removal of Existing Concrete Sidewalk- 3.75 CY @ \$122.40= \$421.50 Removal of Existing Curb & Gutter- 50' @ \$4.48= \$224.00 Concrete Curb & Gutter- 50' @ \$38.92= \$1,946.00 Provide and install Two ADA Ramps with 2' x 4' Yellow Detecable- @ \$ 2,675.00 Each x 2= \$5,350.00 The Lay Out- \$ 423.00 Permanent Stabblization & Seeding- \$ 410.00	
		Sub-Total:	\$8,774.50
		OH&P:	15%- \$1,316.17
		Change Order Total:	\$10,090.67
This Change Order becomes part of and in conformance with the original contract.			
CLIENT APPROVAL		ORIGINAL CONTRACT:	
Approved By (Print Name): _____		CURRENT CHANGE ORDER:	\$10,090.67
Signature: _____		CHANGE ORDERS TO DATE:	
Date: _____		REVISED CONTRACT TOTAL:	

Change Order # 4

Date of Change Order: 10/03/2025 Date Contract Awarded: 07-22-2025

Job Name/Location: 43rd Ave, Brentwood MD

Client: Cottage City, MD - Project # 25-032

10319 Westlake Dr., Suite 177
Bethesda, Maryland 20817
(301) 469-8771

ITEM	QTY	SFMS hereby agrees to make or have made the change(s) specified below:	
1		Per town request to provide and install #4 (1/2") rebar for both concrete Alleys. When using the rebar it supports heavy loads of trucks passing through SFMS, LLC will do the following: 1- Will provide and install criss cross # 4 rebar 16" on center, 2- Rebars will put place on 3" chairs, and 3- All the rebars will be tied with tie wires. Materials- \$ 7,876.00 3- Manpower - 57 Hrs @ \$ 44.50= \$ 2,536.50	
		Sub-Total:	\$10,412.50
		OH&P:	15%- \$1,561.87
		Change Order Total:	\$11,974.37
This Change Order becomes part of and in conformance with the original contract.			
CLIENT APPROVAL		ORIGINAL CONTRACT:	
Approved By (Print Name): _____		CURRENT CHANGE ORDER:	\$11,974.37
Signature: _____		CHANGE ORDERS TO DATE:	
Date: _____		REVISED CONTRACT TOTAL:	

TOWN OF COTTAGE CITY
RESOLUTION 2025-10

Item # 14.

A RESOLUTION OF THE COTTAGE CITY COMMISSION AMENDING THE TOWN OF COTTAGE CITY EMPLOYEE HANDBOOK / POLICY & PROCEDURE MANUAL TO CHANGE THE TIMING OF PAY FOR EMPLOYEES SERVING IN AN ACTING CAPACITY

WHEREAS, the Town Manager on December 4, 2024, certified the latest version of the “Employee Handbook/Policy and Procedures Manual” in its entirety (a total of 64 pages) which was duly adopted by reference and as part of Resolution No. 2021-02, having been passed by the required yea and nay votes of the Cottage City Commission on the 12th day of May 2021; and

WHEREAS, the Town of Cottage City recognizes the importance of fair compensation for employees temporarily assigned to higher-level responsibilities; and

WHEREAS, the current Employee Handbook / Policy & Procedure Manual provides for pay adjustments only after 120 calendar days of service in an acting capacity; and

WHEREAS, the Commission seeks to ensure that employees who are performing substantially all duties and responsibilities of a higher classification receive equitable compensation in a timely manner; and

WHEREAS, the Commission finds it in the best interest of the Town and its employees to revise the policy to reflect a more reasonable timeframe for such compensation; and

WHEREAS, the Commission also seeks to clarify the roles and responsibilities of Department Heads, the Town Manager, and the Commission in initiating acting pay and determining when acting capacity status begins and ends.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF COTTAGE CITY, that the Employee Handbook / Policy & Procedure Manual is hereby amended as follows:

SECTION V. EMPLOYMENT PRACTICES

D. PAY FOR EMPLOYEES SERVICE IN AN ACTING CAPACITY

- ~~1. A Town employee assigned on a temporary basis to perform substantially all duties and responsibilities of a higher classification for a period in excess of 120 calendar days shall~~

Page 1 of 3

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

TOWN OF COTTAGE CITY
RESOLUTION 2025-10

Item # 14.

~~ordinarily receive pay commensurate with the position, commencing on the 121st consecutive calendar day.~~

- ~~2. Once an employee assumes an acting position, the increased pay for this position will begin on day 121.~~
- ~~3. The increased pay must be initiated by a Department Head. If a Department Head is involved the Commission will make the decision.~~
- ~~4. The "Acting Capacity" status shall terminate when either the position is filled, the incumbent employee returns to work, or these additional duties are removed from the employee's job responsibilities. The employee's salary shall then revert to his/her previous positions pay.~~

D. PAY FOR EMPLOYEES SERVING IN AN ACTING CAPACITY

A Originally Town Employee assigned on a temporary basis to perform substantially all duties and responsibilities of a higher classification for a period in excess of 120 calendar days shall ordinarily receive pay commensurate with the position, commencing on the 121st consecutive calendar day of service in that acting capacity.

Once an employee assumes an acting position, the increased pay for this position shall begin on the 31st day of continuous service in the acting role.

The increased pay must be initiated by both the Department Head and the Town Manager. However, if the Department Head is the individual serving in the acting capacity, the Commission shall make the final decision regarding such pay.

The "Acting Capacity" status shall terminate when either:

- a. the vacant position is permanently filled;**
- b. the incumbent employee returns to their position; or**
- c. the additional duties and responsibilities are removed from the employee's role.**

At that time, the employee's salary shall revert to the pay associated with their original position.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately and that the Commissioner-Chair may sign this Resolution on behalf of the Cottage City Commission.

INTRODUCED AND PASSED by the Cottage City Commission at a Regular Town Meeting on October 8, 2025.

Page 2 of 3

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

TOWN OF COTTAGE CITY
RESOLUTION 2025-10

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 8th day of October 2025 with __ Aye votes and __ Nay votes, the aforesaid Resolution 2025-10 passed.

John Hoatson, Town Manager

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



American Landscaping Inc.

Item # 15.

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

Contract #2510062

October 6, 2025

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

Job: Multiple Addresses

301-779-2161
301-927-9225

SPECIFICATIONS

Leaf removal; to be completed once in late October, once in mid November, and once in December no later than December 19.

Clean up and remove all leaves from lawn and beds and hard surfaces around Town Hall building.

Clean up and remove all leaves from sidewalk to curb and along curb lanes on all Town of Cottage City roads.

Clean any leaves near and around storm drains.

All leaves will be hauled off site for disposal.

Prices are based on October and November clean ups being done as proposed.

Extra:

Clean up and remove any piles of leaves dumped in front of individual homes between sidewalk and street or on street and curb.

Crew will list all locations where leaves were removed and this will be listed on invoices.

Price per home would not exceed \$28.00 based on a heavy accumulation.

END OF SPECIFICATIONS

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

Four Thousand Seven Hundred Sixty-eight and 00/100 each October and November Price each \$4768.00

Four Thousand Seven Hundred Sixty-eight and 00/100 December Price Not to exceed \$4768.00

Price per individual property not to exceed \$28.00 per home.

Payment to me made as follows: Billed and payable net 30 days.
Credit/debit card payments will be assessed at 2.9 % fee.

Contract #2510062 – Town of Cottage City

Page 2 of 2

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

Notices and Licenses Information and Agreements: Due to the nature of our work, starting and completion dates are dependent on weather and ground conditions and on material availability. Time is not of the essence. All work will be completed during the time frame as specified. All work is to be completed in a workmanlike manner according to standard practices. Material is guaranteed to be as specified. All agreements are contingent upon material availability and delays beyond our control. UNDERGROUND ROCKS AND DEBRIS CLAUSE: If during work operations, excessive or large rocks and/or debris are found that prevent work from progressing smoothly or need to be removed prior to work continuing an extra charge will apply. We are not responsible for damage to underground wiring, piping, or shallow cable wiring that is not marked. We will exercise all care to prevent such damage. If we see that we have damaged any wiring or pipe, we will leave the area exposed and notify customer. Once the repair has been made by 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 Business License #MDA F-O877.

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

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

Authorized Signature: _____ Via E-mail _____ Date: October 6, 2025
Karen Martins, President

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

Signature _____ Date _____

Print name _____

Title _____



American Landscaping Inc.

Item # 15.

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

Contract #2508182

Page 1 of 2

August 18, 2025

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

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

SPECIFICATIONS

SNOW REMOVAL 2025-2026 WINTER SEASON

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

Any accumulation from 2" to 5"

Price per plowing and shoveling \$2100.00

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

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

Price Per Treatment \$2,152.00

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

Price Per Treatment \$2540.00

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

Two hour minimum labor charge plus travel time.

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

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

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

END OF SPECIFICATIONS

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

PER ABOVE-LISTED PRICES.

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

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

SNOW REMOVAL – WINTER SEASON 2025-2026

Notices and license information:

Contractors license #15345219

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

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

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

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

All workers are covered by Workman's Compensation Insurance.

Contractor carries General Liability and Auto Insurance.

Contract may be cancelled with a 30 day written notice.

Authorized Signatures: _____ Via E-mail _____ Date August 18, 2025
Karen Martins, President

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

Signature _____ Date _____

Print name _____

Title _____

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Yards

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Yard

\$4,170.00

1.0 Cubic
Yard

\$4,462.00

1.5 Cubic
Yard

\$5,060.00

2.0 Cubic
Yard

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Delivery

Scheduling required
Est. Tue, Oct 21



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Product Details

Quickly spread salt and other materials with the Meyer Products 6 ft. Crossfire Standard Hopper Spreader.

- 1.5 cu. yd. capacity spreader
- 5 year limited warranty

Specifications

Q&As

Similar Items



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Item # 17.



SNOWEX Tailgate Spreader: Vehicle Battery-Powered, Compatible With: Truck, Broadcast, Poly Hopper

Item 4CAD3 Mfr. Model 32300

Product Details

Brand SNOWEX

Manufacturer Part Number 32300

Product Type Tailgate Spreader

Compatible Vehicle Type Truck

Power Source Vehicle Battery-Powered

Spreader Type Broadcast

Capacity 13.5 cu ft

Catalog Page N/A

Web Price  \$7,603.20 / each

This item requires special shipping, additional charges may apply.

Qty

1

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☒ Ship ☐ Pickup

Ships from supplier. Expected to arrive on or before Mon. Oct 20.

Ship to 20772 | [Change](#)

Shipping Weight 383 lbs
[Ship Availability Terms](#)

[Add to List](#)

Good afternoon Acting Chief Thompson,

I hope all is well! We have vehicle 127 and it will need the following:

- 1 tire 245/55R18
- 1 catalytic converter Bank 1
- O2 sensor Upstream Bank 1
- O2 sensor Downstream Bank 1
- 6 nut and studs to mount Bank 1 Cat Converter
- Manifold Gasket
- 4 nuts for front down pipe.
- 1 battery
- 1 Schrader valve for A/C
- Recharge and Evacuation with Freon and Dye

The total parts and labor come to 4,325.77. Please let us know if we have your consent to move forward with repairs.

Thank you,



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Sean C. Carter

Lanham Fleet Garage Manager | Prince George's County Government

Office of Central Services – Division

10000 Business Parkway, Lanham Maryland 20706

Phone: 301-306-2780 | Cell: 240-397-4559

SCCarter@co.pg.md.us <http://centralservices.mypgc.us>



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

Job Description

CODE COMPLIANCE OFFICER (Part-time)

The Town of Cottage City is soliciting applications for qualified interested individuals to fill the position of Code Compliance Officer on a permanent basis.

In order to be considered for a permanent appointment to this position, the successful applicant will need to fulfill a one-year probationary period as a Code Compliance Officer in the Town of Cottage City. This vacancy is a part-time position.

ESSENTIAL DUTIES OF THE POSITION

This position is responsible for ensuring compliance with specific local laws titled, Code of Ordinances, for the Town of Cottage City, as designated by the Cottage City Police Chief. Including, but not limited to those pertaining to building, zoning, land use, subdivisions, site plans, multiple dwellings, unsafe structures, signs, junk and abandoned vehicles, excavation, demolition, dumping, garbage and refuse, floodplain and stormwater management, fencing, grass, dogs running at large, trees, as well as the State of Maryland and the Prince Georges County, Fire Protection and Building Code, and also the issuance of permits and the conducting of related inspections in connection with those matters.

Typical work activities include: reviewing and ensuring all applicable state and local permits are valid and posted; conducting inspections of structures under construction and existing structures to ensure compliance with applicable codes; maintaining Departmental records as required by law; investigating complaints of code violations and assisting in the prosecution of violators; serving notices of code violations on property owners; performing re-inspections to determine if violations have been corrected; providing routine information to the public in regard to building, plumbing, housing, and zoning codes and the multiple residence law; providing administrative support to the Code Compliance office and documenting and maintaining records all violations of the Code of Ordinances for the City; forward all noncompliance cases to local courts; represent the Town on all noncompliance court cases; handle all abatement cases; assist with Public Works Department with all abatements; oversee business license process; oversee vacant



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

dwelling program; assist the Police Department with community outreach projects; assist Public Works Department with minor community projects.

REQUIRED KNOWLEDGE, SKILLS:

Some working knowledge of the requirements of the State of Maryland, Prince Georges County Fire Protection and Building Code, and local building, plumbing, housing, and zoning codes; good knowledge of the Cottage City Code of Ordinance; ability to be firm, yet courteous with the public; tact; good judgment; physical condition commensurate with the demands of the position.

Job Type: **Part-time**

Pay: **\$20.00 - \$26.00** per hour depending on experience.

Education:

- High School Diploma (Required)
- Associate (Preferred)

Experience:

- Code Compliance: 1 year (Preferred)
- Blueprint Reading: 1 year (Preferred)

License/Certification:

- Driver's License (Required)
- Code Compliance Officer in the State of Maryland. (Preferred)

Work Location: Town of Cottage City





PORT TOWNS

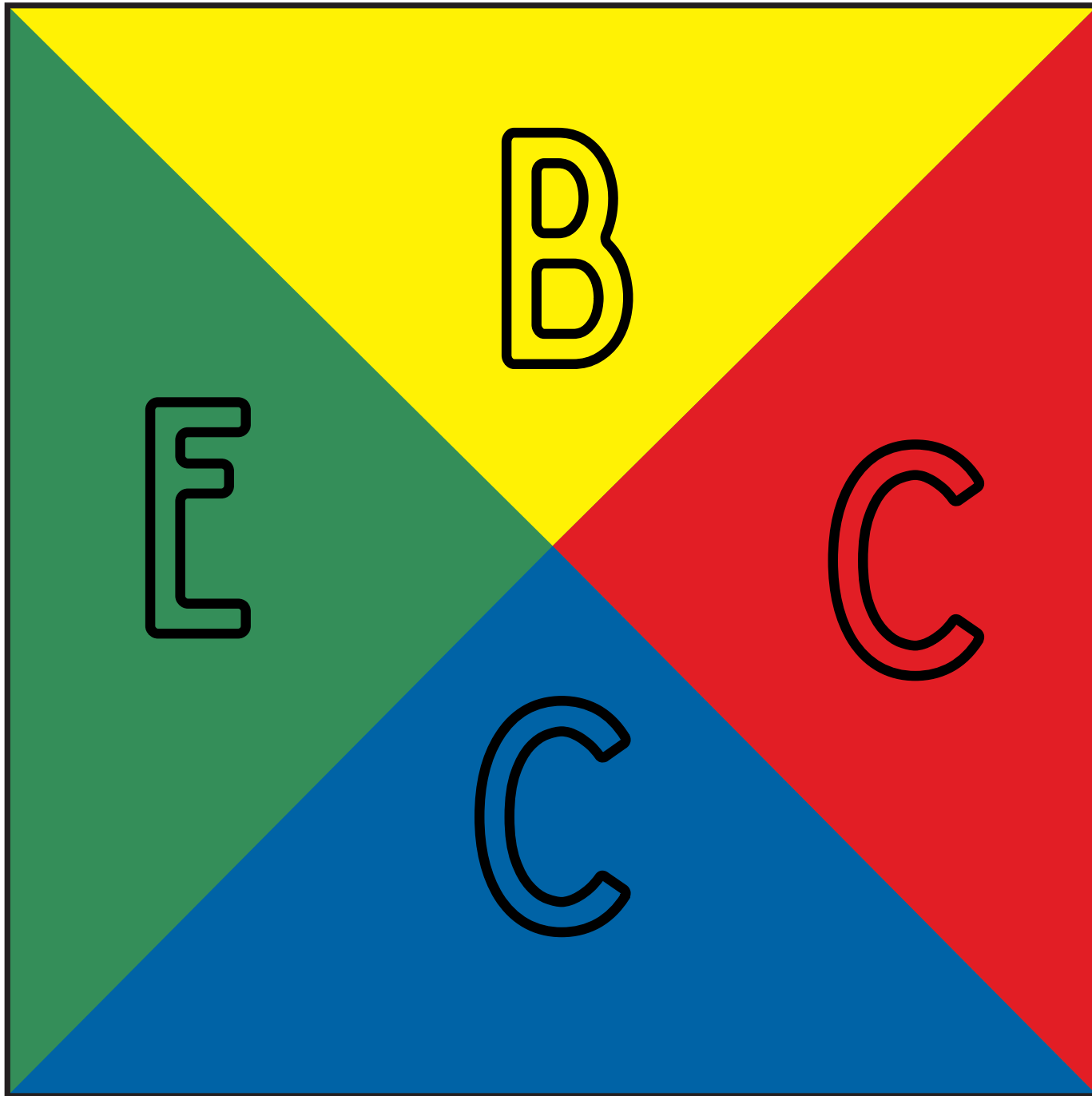


COMMUNITY DEVELOPMENT CORPORATION

BCCE

PORT TOWNS

COMMUNITY DEVELOPMENT CORPORATION

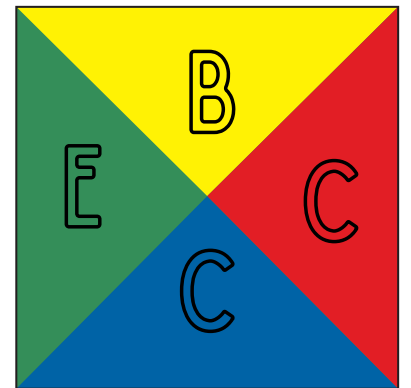


PORT TOWNS

COMMUNITY DEVELOPMENT CORPORATION

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Host Site orders
due **11/10**

All Final order
changes due **11/17**
by **12 PM**

All payments due
11/18

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11/24**

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NOVEMBER 2025 THANKSGIVING MENU

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VALUE PACKAGE (NO TURKEY) **\$30**

4 Protein items including 5 lb. Whole Chicken; 1 lb. Ground Sausage; plus 8-10 lbs. of fresh fruit & vegetables

VALUE PACKAGE + TURKEY **\$55**

10-12 lb. Turkey

4 Protein items

including 5 lb.

Whole Chicken

1 lb. Sausage

Plus 8-10 lbs. of
fresh produce



Thanksgiving Dinner **\$48**

(Pre-boxed / frozen)

10-12 lb. Turkey

Green Bean Casserole

2 lbs. Brussel Sprouts

2 lbs. Crinkle Cut Carrots

2 lbs. Stuffing

3 lbs. Macaroni and Cheese

...and a delicious dessert!

