



September Regular Town Meeting Agenda

Wednesday, September 09, 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/84080267665?pwd=7IEjTjgDbkMafklYUjMJWJbXrnhWjq.1>

Phone: 301-715-8592 | Meeting ID: 840 8026 7665 | Passcode: 036496

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: June, July, & August
2. Approval of Financials: June, July, & August
3. Public Safety Report: Chief Martini
4. Public Works Report

Commissioner Reports

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

Old Business

10. Peake Technology Partners First Amendment To IT Quote (Commission Vote)
11. Letter of Understanding To MNCPPC Regarding Cottage City Park Renovation (Commission Vote)
12. Letter of Support For Port Towns Grant (Commission Vote)
13. MOU Between The Town of Cottage City & Prince George's Family Justice Center (Commission Discussion)

14. Town of Cottage City Mural Selection & Site Location (Commission Vote)

New Business

15. Resolution 2026-25: Modification of the DHCD Grant Application 3813 Cottage Terrace

Updates

Motion To Go Into A Closed Session

This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)____ “To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”. (7)____ “To consult with counsel to obtain legal advice”.

The Commission will hold a discussion and consideration of a matter concerning an official.

Open Session Following Closed Session

Adjournment

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



June Work Session Agenda

Tuesday, June 02, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/82409866461?pwd=kLBHmZvHtUGAAjbezJF3fPfelZXf2w.1>

Phone: 301-715-8592 | Meeting ID: 824 0986 6461 | Passcode: 527527

Call to Order and Roll Call 6:30 PM

Attendees

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Durant- Ward 2
- 3.) Commissioner Chair Wheatley- Ward 3
- 4.) Commissioner Campos- Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager
- 7.) Chief Martini-Chief of Police
- 8.) Todd Frankenfield-Accountant ALTA CPA
- 9.) Denise Hamler-Resident
- 10.) Coach Montgomery-Mentoring Through Athletics
- 11.) Amy Sawyer-Resident
- 12.) Laura Guischard- Resident
- 13.) Phone Caller- Unknown

Review of Agenda

Public Comments

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

Resident Ms. Hamler gave the Commissioners two updates. The first was regarding the recently sold commercial properties located at 3700, 3708, 3712, and 3714 Bladensburg

Road, between 37th and 38th Avenue. The second update was about the Chesapeake Bay Grant and the requirements needed to meet the grant.

Commissioner Brooks brought up Resident Ann Young's concerns regarding the Cottage City Day flyer.

Commissioner Campos stated that Ann Young said the Cottage City Day flyer was unwelcoming.

Commissioner Brooks stated that Ann Young said a neighbor commented that residents must show identification and that the flyer was not welcoming.

Commissioner Durant stated that residents assumed the date listed on the flyer was the date of Cottage City Day.

The Commissioners discussed the issue further, and it was decided to remove the requirement to upload identification from the registration form.

Business

1. Mentoring Through Athletics Presentation (Commission Discussion)

Coach Montgomery provided an in-depth presentation on the Mentoring Through Athletics program and explained how it could be implemented in the Town if the Town decided to use the program for the children of the community.

Commissioner Salsich inquired about the age group served by the program.

Coach Montgomery stated that the age group is five to fourteen years old. Once the children turn fifteen or sixteen, many return to the organization to work and are paid to be part of the program.

Commissioner Durant inquired about which sports could be accommodated within the Town, noting that the tennis and basketball courts are Town property, but the athletic field does not belong to the Town and may require special permitting.

Coach Montgomery stated that the sports offered include cheerleading, basketball, flag football, soccer, chess, and volleyball.

Commissioner Brooks inquired about what the municipal budget support would entail.

Coach Montgomery stated that it depends on the number of children enrolled in the program. He provided an example of \$2,500.00 per week for 25 children.

Commissioner Brooks inquired whether, if the Town decided to move forward with the program, the cost would be approximately \$13,000.00 for two months.

Coach Montgomery stated that would be correct for two months.

2. Pollinator Garden Presentation (Commission Discussion)

Commissioner Chair Wheatley stated that Commissioner Durant was recusing himself from the vote but would participate in the discussion.

Commissioner Durant confirmed that was the case.

Resident Amy Sawyer presented information about creating a pollinator garden in front of Town Hall and discussed the benefits of establishing the garden. She also explained that the project would help the Town receive additional points through Sustainable Maryland.

Commissioner Salsich stated that she supports the Pollinator Garden.

Commissioner Durant expressed his support for the Pollinator Garden.

Commissioner Chair Wheatley stated that she supports the Pollinator Garden.

Commissioner Campos expressed his support for the Pollinator Garden and inquired who would be performing the labor.

Amy Sawyer stated that the garden would require minimal labor, which could be completed by Public Works and members of the community working together.

Commissioner Brooks inquired whether there would be contracts in place and, once the project begins, who would ensure it is completed, as well as the project's timeline.

Amy Sawyer stated that she is willing to sign a Letter of Intent.

Commissioner Brooks stated that he would like to see that happen so that if one person becomes overwhelmed, another person can step in and complete the project.

3. Motion To Suspend The Rules To Vote In The June Work Session (Commission Vote)

Motion

**Commissioner Brooks made a motion to suspend the rules for voting.
Commissioner Campos seconded the motion.**

**Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos,
At-Large- Brooks Aye.**

Motion Passes. No nays or abstentions.

4. Port Town Sector Plan Letter of Support (Commission Discussion & Possible Vote)

The Town Manager stated that the Town submitted a letter of support to meet the May 26 deadline for public comments regarding the Port Town Sector Plan. He presented the letter on behalf of the Commission for submission as public testimony and read the letter into the record.

Commissioner Brooks made a motion to move forward with the letter.

Commissioner Durant seconded the motion.

**Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos,
At-Large- Brooks Aye.**

Motion Passes. No nays or abstentions.

5. Draft Ordinance 2026-02: Adopt A Budget & Levy Property Taxes FY 2027 (First Reading & Commission Discussion)

The Town Manager read Draft Ordinance 2026-02, the proposed FY 2027 budget, and opened the floor for the Commissioners' discussion.

Commissioner Durant inquired whether the tax rates would remain the same.

The Town Manager informed him that they would remain the same.

Commissioner Chair Wheatley inquired about the amount budgeted for the Police Department and whether it included the proposed salary increases for the officers.

The Town Manager informed her that he believes those salaries are included in the budget.

Commissioner Chair Wheatley also inquired whether the General Government and Public Works budget includes the proposed salary increases for employees.

The Town Manager informed her that it does.

Commissioner Brooks stated that Line Item 6054.1 proposes \$5,395.00 for Family Relief in the new FY 2027 budget.

The Town Manager stated that the Share Food Program is budgeted at \$9,000.00 and that Family Relief is a carryover of \$20,610.00.

Todd Frankenfield stated that it is all General Fund money and that the ARPA funds would be fully expended by June 30, 2026.

Commissioner Brooks inquired about the total amount of both programs being funded from the General Fund.

Todd Frankenfield stated that the total is almost \$30,000.00.

Commissioner Chair Wheatley stated that the Commission may want to increase funding for training for staff, the Town Manager, and the Commissioners.

The Town Manager stated that he would update the training budget.

Commissioner Salsich inquired whether the Commission had previously discussed that the ARPA money for Family Relief was carried over from the previous year.

Todd Frankenfield stated that when the Town enters FY 2027, the grant dollars are no longer available and the remaining expenses become General Fund expenditures.

Commissioner Salsich stated that if there was money remaining in Family Relief that was not spent, it would essentially be gone.

Todd Frankenfield stated that, essentially, yes, because everything must be obligated before the end of the previous fiscal year.

6. Proposed Ordinance: Governance and Responsible Use of Artificial Intelligence Systems (Commission Discussion)

Commissioner Chair Wheatley stated that the ordinance is currently in draft form and could be tabled until next week after additional information becomes available and the Town Attorney has an opportunity to review the documentation.

Commissioner Durant stated that he agrees with tabling the discussion. He further stated that he does not see anything addressing chatbots or the use of artificial intelligence assistants, such as ChatGPT, Gemini, or Claude, for municipal staff during the course of their work. He suggested inquiring with Mr. Best about that issue. He also referenced the section stating that AI systems producing biased or discriminatory outcomes may not be deployed and suggested discussing with Mr. Best whether that section would be enforceable.

Commissioner Chair Wheatley stated that the first point Commissioner Durant raised is addressed in the new template she plans to provide to the Commissioners.

The Commissioners all supported tabling the ordinance until the following week.

7. Resolution 2026-16 Capital Expenditure for A Police Vehicle (Commission Discussion)

Chief Martini stated that, because of the money from the red-light cameras and speed cameras, they must put money back into the program. Ten percent goes back into the General Fund, and anything else goes back to the State. The Grant Manager and Treasurer realized that there would be extra funds that could be used to purchase assets for the Town or Police Department; otherwise, the funds would be paid to the State. The proposal to purchase a new vehicle was brought forward, and it needs to be completed by June 30, 2026. Three bids have been submitted.

Todd Frankenfield stated that this may need to be voted on tonight so that the Chief can make the purchase before the end of this fiscal year.

Commissioner Durant inquired whether this would be the acquisition of an additional vehicle or whether they would be disposing of one of the current vehicles and replacing it with the new one.

Chief Martini stated that this is the purchase of a new vehicle. Later down the line, there can be a discussion regarding the other vehicles because some of them are older and have high mileage.

Commissioner Salsich stated that she supports moving forward with the purchase of the vehicle.

Commissioner Campos asked whether this also included equipping the vehicle with all of the necessary police equipment.

Chief Martini stated that they want to take advantage of getting all of the equipment installed in the vehicle before the end of the fiscal year.

Commissioner Brooks stated that he supports the purchase. He also inquired whether this could be tied into the Mentoring Through Athletics after-school program.

Todd Frankenfield stated that there must be a direct connection between the speed camera revenue and how the funds are spent.

Chief Martini walked the Commission through the three vehicle bids and stated that Apple Ford Lincoln submitted the lowest bid. He also stated that the money could be used to create another painted crosswalk.

Commissioner Durant asked whether there would be an additional \$20,000.00 for outfitting the vehicle with equipment and whether there is any warranty.

Chief Martini stated that he requested a quote for the same equipment that had been installed in previous police vehicles. The remaining work, including the decals, sirens, and vehicle markings, would be completed by another company. Apple Ford Lincoln submitted the lowest bid.

Todd Frankenfield asked whether any of the quoted vehicles could be delivered before the end of this fiscal year.

Chief Martini stated that yes, the vehicle would be delivered to the Town before June 30, 2026.

The Town Manager read Resolution 2026-16, Capital Expenditure for a Police Vehicle, into the record.

Motion

Commissioner Brooks made a motion to approve the 2026-16 Resolution to purchase the Ford Explorer from Apple Ford Lincoln in the amount of \$48,283.00 with the total of \$70,000.00 that the delivery be done keys in hand this FY.

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

8. FY 2026 Audit Proposals (Commission Discussion)

The Town Manager stated that he was exploring new audit firms. He presented two companies for the Commission's consideration and discussion.

SBC – \$14,000.00

Lindsey & Associates - \$12,912.00

Todd Frankenfield stated that he does not agree with the statement that good governance requires changing auditors on a regular basis. He stated that the current auditor has experience with the Town, and his recommendation is to continue using the current auditor at the lower price.

Commissioner Salsich agreed with Mr. Frankenfield and supported continuing with Lindsey & Associates.

Commissioner Durant asked the Town Manager whether there was any reason to believe that Lindsey & Associates had not done a good job conducting the audit.

The Town Manager stated that was not the case. He explained that he had always been taught through the Maryland Municipal League (MML) that changing audit firms periodically provides a fresh set of eyes on the Town's financial records.

Commissioner Durant asked whether the Town had contacted any other municipalities for references regarding audit firms.

The Town Manager stated that he had not had time to do so, but he would add it to his list if the Commission wished to consider changing audit firms in the future.

Commissioner Chair Wheatley stated that she disagrees with Mr. Frankenfield's comments and noted that there were issues with Lindsey & Associates in the past. She stated that she would like to look for a new auditor, although she is willing to keep the current auditor for this year.

Commissioner Campos and Commissioner Brooks both agreed to continue with Lindsey & Associates for now but to explore new audit firms in the future.

Commissioner Durant stated that he supports staying with Lindsey & Associates for this year and reviewing new audit firms next year.

Commissioner Chair Wheatley stated that the Town is choosing to continue with Lindsey & Associates for now.

9. Town of Cottage City Employee Handbook (Commission Discussion)

The Town Manager stated that he updated the Employee Handbook so it can be used for the new fiscal year. He stated that he still needs to add the sick leave provisions for hourly employees and update the leave accrual language for salaried employees.

Commissioner Chair Wheatley inquired whether Resolution 2026-14 had been incorporated into the handbook.

The Town Manager stated that it still needs to be added.

10. August Recess (Commission Discussion)

The Town Manager asked whether the Commission wanted to take an August recess.

Four Commissioners—Salsich, Wheatley, Campos, and Brooks—agreed to the recess. Commissioner Durant did not support taking a recess.

Commissioner Brooks stated that even while in recess, the Commissioners are still working; the only thing that stops is the meetings.

Commissioner Chair Wheatley stated that the Commission's decision is yes to the August recess.

Closed Session

11. Motion To Go into A Closed Session (Commission Vote)

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

The Commission proposes to enter into a closed session to discuss employee performance evaluations & merit Increases.

Motion

Commissioner Brooks made a motion to go into close session at 9:21 PM.

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

Open Session Following Closed Session

Adjournment

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June Regular Town Meeting Agenda

Wednesday, June 10, 2026 at 7:00 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/88902375079?pwd=SEcZhqra7qvB3A6lbuhaHkubPHSArk.1>

Phone: 301-715-8592 | Meeting ID: 889 0237 5079 | Passcode:544736

Call to Order and Roll Call 7:09 PM

Attendees

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Durant- Ward 2
- 3.) Commissioner Chair Wheatley- Ward 3
- 4.) Commissioner Campos- Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager
- 7.) Chief Martini-Chief of Police
- 8.) Todd Frankenfield-Accountant ALTA CPA
- 9.) Kevin Best- Town Attorney
- 10.) Denise Hamler-Resident
- 11.) Amy Sawyer-Resident
- 12.) Conor Grew- Resident

Review of Agenda

Public Comments

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Resident Denise Hamler mentioned that the property at 3703 42nd Avenue, which is slated for the youth transitional home, is currently undergoing renovations.

The Town Manager stated that he was alerted about the renovations and reached out to Lindsey Sawyer with the County's Central Services Department. Ms. Sawyer was out of the office and would be returning the following day. The Town Manager also stated that he sent emails to Council Member Shayla Adams-Stafford and will update the Commissioners once additional information is received.

Commissioner Chair Wheatley stated that the Town should bring the County Executive into the conversation.

The Town Manager stated that he will contact them.

Consent Agenda

1. Approval of Minutes (May)

Commissioner Chair Wheatley stated that on the second page, under Business, the discussion of the Eastgate "Port Sector Plan" should be changed to "Port Town Sector Plan."

Commissioner Chair Wheatley also stated that End Time Harvest Ministries was supposed to be removed, as she does not remember that being stated.

Commissioner Brooks stated that the amount should be \$2,000.00 rather than \$2,500.00, because the additional \$500.00 was a one-time increase for the previous year.

Commissioner Chair Wheatley stated that under the Commissioner Reports, the wording should be updated to "Mentoring Through Athletics."

Motion

Commissioner Brooks made a motion to approve the May minutes with the edits proposed by the Commissioner Chair Wheatley.

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

2. Approval of Financials (May)

Commissioner Brooks made a motion to move forward with the May financials. Commissioner Durant seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

3. Public Safety Report (Chief Martini)

Chief Martini provided an overview of the Public Safety Report.

Commissioner Chair Wheatley inquired about what the Police Department was doing regarding vehicles parking on and blocking sidewalks.

Chief Martini stated that officers continue to notify residents when they are in violation by providing flyers and ongoing education regarding what is and is not permitted.

4. **Public Works Report**

The Town Manager provided an update on the Public Works Department.

Resident Conor Grew inquired whether the Town needed someone to refurbish the old Firehouse sign.

The Town Manager informed him that the Town does, and if he has someone in mind, that would be very helpful.

Commissioner Chair Wheatley inquired whether Public Works would be painting all curb markings and creating curb lines at stop signs that currently do not have them.

The Town Manager stated that an assessment has already been completed, and Public Works will be painting all stop sign curbs and creating new curb lines where they do not currently exist.

Commissioner Chair Wheatley inquired about the plants that CPJ planted in the rear alley and asked how they were doing.

The Town Manager informed her that the plants look nice and that the alley is continuing to retain its beauty.

Commissioner Campos inquired whether CPJ would need a dumpster for the Firehouse project and asked what the next step for the Firehouse project would be.

The Town Manager stated that he spoke with CPJ, and they informed him that the contractor would be obtaining a dumpster and removing whatever materials need to be removed. He also stated that, in the meantime, the architect is able to maneuver around the existing conditions as needed.

Commissioner Reports

5. **Ward 1**

No report.

6. **Ward 2**

Commissioner Durant reported that he and Commissioner Chair Wheatley attended the Port Towns Quarterly Meeting, where they discussed the upcoming Bladensburg fireworks, the Sector Plan, and an event the Town is planning along the trail.

7. **Ward 3**

No report.

8. **Ward 4**

No report.

9. **At-Large Report**

Commissioner Brooks stated that there will be a **Cottage City Camping** event for adults and children. He also stated that he would be checking the streetlights to ensure they are functioning properly and, if they are not, would submit the pole numbers to the Town Manager. He also inquired about the status of the drain ticket submission.

The Town Manager informed him that the drain ticket was submitted in the fall and that he would follow up to have it resubmitted if necessary.

Old Business

10. **Ordinance 2026-02: Adopt A Budget & Levy Property Taxes FY 2027 (Final Reading & Commission Vote)**

The Town Manager read Ordinance 2026-02: Adopt A Budget & Levy Property Taxes FY 2027 into the record.

Commissioner Chair Wheatley stated that she had a few questions in reference to the budget, specifically Line Item 5150 - Special Arts & Education. She asked whether the Holiday Give Aways were moved to Staff Appreciation and whether the Town would still be giving out giveaways.

The Town Manager stated that the Holiday Give Aways are for the staff, including Holiday Gift Cards and a Holiday Lunch. He also added that the Give Aways could come out of that line item as well.

Commissioner Chair Wheatley also inquired about the amount in the line item for the Seniors Camp.

The Town Manager informed her that Ms. Blue requested that amount and that it could be updated from Senior Camp to Senior Club.

Commissioner Chair Wheatley then inquired about the training budget for Public Works being zeroed out and asked whether they would still be attending MML.

The Town Manager stated that it could be updated or addressed through a budget amendment.

Commissioner Chair Wheatley inquired about the waste collection costs and asked whether Bates had increased its pricing.

The Town Manager stated that he would check with the Bates team.

Commissioner Chair Wheatley inquired about the Chief's training increasing to \$6,000.00, as well as another training line item for \$8,000.00, and asked whether that amount was for the officers.

The Town Manager informed her that the Chief would have training and conferences, and that the other officers would also receive training.

Commissioner Chair Wheatley inquired about the contractual services amounts of \$40,000.00 and \$72,000.00, and asked what was being paid to the accountant versus the grant manager.

The Town Manager informed her that \$40,000.00 is for the accountant and \$72,000.00 is for the grant manager, who was previously being paid through ARPA but is no longer being funded through that source.

Commissioner Brooks stated that Line Item 5065 – End Time Harvest Ministries should be \$2,000.00 instead of \$2,500.00.

The Commissioners all agreed to set Line Item 5065 – End Time Harvest Ministries back to \$2,000.00.

Resident Conor Grew raised questions regarding Veterans on the Rise entering the community and the impact they would have on the community, and asked whether policies and procedures would be put in place to keep residents safe.

The Town Manager requested time to conduct his due diligence and obtain answers to the questions that had been presented. He also requested that Mr. Grew put his questions in writing and email them to him.

Motion

**Commissioner Brooks made a motion to approve Ordinance 2026-02 Adopt A Budget & Levy Property Taxes FY 2027.
Commissioner Campos seconded the motion.**

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

11. Pollinator Garden Agreement (Commission Vote)

The Town Manager introduced the Pollinator Garden Agreement for Commission discussion.

Commissioner Brooks inquired about the section stating that Ms. Sawyer would receive reimbursements for incidental expenses.

Town Attorney Kevin Best stated that it is typical, when someone is doing pro-bono work, for there to be consideration as an element of a contract. This allows flexibility in the event she needs to purchase something necessary to perform the work, which would otherwise require the Town Manager to make the purchase.

Motion

Commissioner Salsich made a motion to accept the Pollinator Partnership Capstone Agreement between the Town of Cottage City and Amy Sawyer.

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant recused himself, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes.

New Business

12. Resolution 2026-17: Adopting The Revised Town of Cottage City Employee Handbook To Include Sick Leave For Part Time Employees & Revised Accrual Rates For Salaried Employees (Commission Vote)

The Town Manager stated that the employee handbook had been updated and read the resolution into the record.

Commissioner Chair Wheatley inquired whether Resolution 2026-14 had been added to the Employee Handbook.

The Town Manager stated that he could add it.

Commissioner Chair Wheatley then inquired about changing the probationary period from 6 months to 1 year.

The Town Manager stated that he would look into it and make the appropriate updates.

Motion

Commissioner Brooks made a motion to move forward with the Town of Cottage City Resolution 2026-17 Adopting the Revised Town of Cottage City Employee Handbook to Include Sick Leave for Part Time Employees & Revised Accrual Rates for Salaried Employees with the edits from Commissioner Chair Wheatley that the probation is moved from six months to one year and the Commissioners will participate in the interview process.

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes.

13. PALS: Wayfinding Branding & Signage Strategy Presentation (Commission Discussion)

The Town Manager presented information regarding Wayfinding and suggested that residents and Commissioners visit Town Hall to view the information displayed on the presentation boards.

Resident Amy Sawyer inquired about the process for having the information presented in Spanish.

The Town Manager stated that he would work with the PALS program to determine whether the materials could be translated into Spanish.

Updates

14. Town Manager Update

The Town Manager stated that the Town will be hosting the Juneteenth event and the Camping Event with Colmar Manor. The Town will also be hosting an Invasive Workshop on June 23, 2026, at 7:00 PM. Cottage City Day will take place on August 15, 2026, from 12:00 PM to 4:00 PM, and everyone is encouraged to come out and celebrate their heritage. Register for the event by June 30, 2026, to receive priority.

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 enter into a closed session to conduct an interview for a candidate for the Cottage City Police Department.

Commissioner Chair Wheatley inquired about the time for the Juneteenth event.

The Town Manager informed her that the event is at 6:30 PM.

Motion

Commissioner Campos made a motion to go into close session at 8:39 PM.

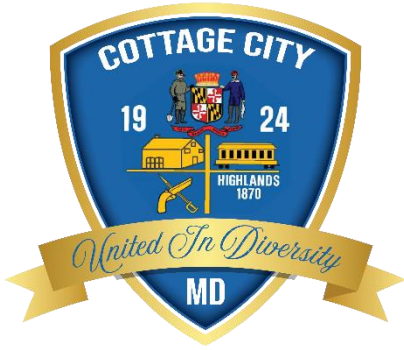
Commissioner Brooks seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large-Brooks Aye.

Open Session Following Closed Session

Adjournment

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Special Town Meeting Agenda

Wednesday, July 01, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/88362496086?pwd=BDCvNwnfLwua3j5EkIxnSyN41rbwJH.1>

Phone: 301-715-8592 | Meeting ID: 883 6249 6086 | Passcode: 690977

Call to Order Roll Call 6:30 PM

Attendees

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Durant- Ward 2
- 3.) Commissioner Chair Wheatley- Ward 3
- 4.) Commissioner Campos-Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager

Review of Agenda

Public Comments

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Business

1. **Motion To Suspend The Rules To Vote In A Special Town Meeting (Commission Vote)**

Commissioner Brooks made a motion to suspend the rules to vote in a special meeting. Commissioner Durant seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos-absent, At-Large- Brooks Aye.

Motion Passes. Four Ayes and one absentee

2. **Resolution 2026-18:** A resolution of the commissioners of the Town of Cottage City, Maryland, authorizing participation in the Prince George's County urban county community development block grant (CDBG) program, home investment partnerships

program, and emergency solutions grant (ESQ) program for federal fiscal years 2027 through 2029, approving the cooperation agreement with Prince George's County, and authorizing the town manager to execute all required documents. (Commission Vote)

The Town Manager read the resolution into the record and informed the Commission that the document is for approving the cooperation between the town and Prince George's County Maryland concerning participation in the CDBG program and the Home Investment Partnership Program and Emergency Solutions Grant program.

Commissioner Salsich stated that she supports the program.

Commissioner Durant stated that he supports the program; however, he notices that participation can be only one at a time, and he thinks it's better to be at the county level vs. the state level. He also requested the Town Manager to provide information about the HOME Program.

The Town Manager stated that he can get information to him in reference to the HOME program.

Commissioner Chair Wheatley stated that she supports the program and the town has been in the program for many years and received funds.

Commissioner Campos stated that he supports the program.

Commissioner Brooks stated that the Commissioners have all the information they need and if Commissioner Chair Wheatley would entertain a motion.

Commissioner Durant stated for the record the program is for three years vs. two years.

Motion:

Commissioner Brooks made a motion to approve the Resolution 2026-18 A resolution of the commissioners of the Town of Cottage City, Maryland, authorizing participation in the Prince George's County urban county community development block grant (CDBG) program. Commissioner Durant seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos-Aye, At-Large- Brooks Aye.

Motion Passes. No Nays or Abstentions

Updates

The Town Manager informed the Commissioners of the Ice Cream Social event in honor of America's 250th Anniversary, and he is encouraging all the residents to come out and participate.

Adjournment 6:42 PM

Commissioner Chair Wheatley made a motion to adjourn at 6:42 PM. Commissioner Brooks seconded the motion. All Commissioners were in agreement to adjourn.

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.



July Work Session | Regular Town Hall Meeting Agenda

Wednesday, July 08, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted hybrid: Town Hall & Zoom

<https://us02web.zoom.us/j/89728708676?pwd=sdb9QENww2uKO3gG2dfgcGamJbs1zP.1>

Phone: 301-715-8592 | Meeting ID: 897 2870 8676 | Passcode: 736137

Work Session:

Call to Order and Roll Call 6:43 PM

Attendees

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Durant- Ward 2
- 3.) Commissioner Chair Wheatley- Ward 3
- 4.) Commissioner Campos- Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager
- 7.) Chief Martini-Chief of Police
- 8.) Todd Frankenfield-Accountant ALTA CPA
- 9.) Kevin Best- Town Attorney
- 10.) Malcom Augustine-Senator
- 11.) Denise Hamler- Resident
- 12.) Stephanie Tincher-Architecture
- 13.) Brandon Freeman-CPJ
- 14.) James Gittens-CPJ
- 15.) Mike Nastick-Advantage Technology
- 16.) Chris May-Advantage Technology
- 17.) Bill Kopecky- Resident

Senator Malcolm Augustine spoke and represented the Town in Annapolis. He stated that they are pleased to support the Town and also give \$750,000.00 from the Maryland State Authority for the Welcome Center (Firehouse Project).

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).

Denise Hamler spoke as the Co-Chair of the Cottage City Green Team to give a mid-year report. All under the third year of the decade of the tree canopy, invasive workshop with the Chesapeake Bay Trust grant through Parks & Planning. She also spoke about the Tree Ordinance 2024-04, identifying to the residents what they can and can't do with tree removal. She also mentioned the program for residents to receive tree maintenance work done on their property by August 1, 2026.

Presentations:

1. Presentation: Architect Presentation - Old Firehouse - Community Outreach Center - (Stephanie Tincher, Murphy & Dittenhafer)

Stephanie Tincher stated that although the firehouse isn't a historical building on the register, it is a historic building on the Trust, and they must keep that in front of mind. She gave a presentation on the plans for the new firehouse building.

The Town Manager stated that he spoke with Stephanie about putting the same type of door on the side of the building to allow it to be connected to the patio area so the gathering can extend inside and outside, connecting the two spaces.

Stephanie stated that this is one of the things they would have to run by Maryland Historic Trust first to make sure they don't have any objections, since it would be a significant change to the current envelope. She stated that it would be a great idea.

Commissioner Durant inquired if there would be a need for a wider entrance to get sculptures, furniture, or anything else in, and if they wanted to take this opportunity to consider a French door style that would give them a larger entryway into the building.

Stephanie stated that the door could be expanded if the Commission wanted to make that change.

Commissioner Durant also inquired if the fence has a gate so that it can be completely closed off if there were children at the location.

Stephanie stated that they can extend the fence to the building so it can be a lockable gate.

Commissioner Durant inquired if balustrades can be put in front of the fence for protection due to the heavy traffic area and for safety reasons.

Stephanie stated that would be a great idea.

Commissioner Durant inquired about solar panels on the roof and if the electrical upgrades would be sufficient for that.

Stephanie stated that they did investigate the solar panels being installed, but the Town wouldn't make much revenue because it is a fairly wooded area, and they would be puncturing the membrane roof.

Commissioner Durant stated that they wanted to have the solar panels.

Stephanie stated that they can revisit that.

Commissioner Chair Wheatley inquired about a green roof in the infrastructure in the building. The patio was on the lower level when the lower level would be open green space.

Stephanie stated that the desirability of having a large gathering area with the neighbor feet away wouldn't be in the best interest of how to develop the building. Other considerations came to mind. The previous proportions for the outdoor gathering space in the lower level weren't conducive to feeling comfortable; it would feel oppressive vs. festive, along with the maintenance issues for a lower-level gathering area. They felt it was in the best interest of the project to have the patio upward.

Commissioner Chair Wheatley inquired about parking and whether the parking lot is off the table because she doesn't see it in the design.

Stephanie stated that the parking lot is going to be a very challenging part to solve. Due to the structure of the building, they are working on how to figure that out.

Commissioner Chair Wheatley inquired about a hinge door being in the previous design and what a hinge door is.

Stephanie stated that a hinge door is a door.

Commissioner Chair Wheatley stated that they wanted to keep the old door and have it roll up.

Stephanie inquired if they were to have that door open, would that be a benefit or a distraction.

Commissioner Chair Wheatley stated that it would be a benefit.

Stephanie stated that they can definitely look into it more.

Commissioner Campos inquired about an accordion door (folding door) to make it accessible to bring equipment in.

Stephanie stated that they like to work in conversation with the client to make it functional to how the client wants the space to be.

Commissioner Brooks stated that he is good without the solar panels because the Town has the Public Works building where the solar panels can be installed with access to sunlight. He also thinks a trifold for the front doors, and there is a lot of foot traffic, so it may be good to have some retractable fence to go up against the glass panels in front to avoid shattering glass.

Kevin Best stated that the Town owns a lot on the street at 3708, if he is correct.

Commissioner Chair Wheatley stated that he was correct and that the Commission did talk about possibly using that lot as additional parking. She asked Stephanie if they were aware of the additional lot and if they wanted to provide a rendering of the lot made into the parking area, that would be great.

Stephanie stated that they will keep that in mind.

Commissioner Brooks stated that he thinks it is more feasible to use the other lot.

Senator Augustine inquired about the lower level of the building and the basement and what would happen there.

Stephanie stated that there is no exterior access to the basement at this time. The stairs and elevators downstairs would be a gathering space, with a little kitchen, restrooms, conference rooms, and some storage.

Senator Augustine inquired if it was enclosed.

Stephanie stated that it was enclosed.

Commissioner Chair Wheatley inquired if a door could be added there.

Stephanie stated that you could possibly add a door.

Commissioner Chair Wheatley asked how many bathrooms.

Stephanie stated that there will be two bathrooms.

Senator Augustine inquired about the Public Works building.

Commissioner Chair Wheatley stated that there is a fence around that property and that's a different property.

Senator Augustine asked if there was something in between the two properties and if there had been any thought of connecting all the Town properties together. He stated that's why he mentioned access from the back.

Commissioner Chair Wheatley stated that if Senator Augustine could get the Town more funds, we could definitely connect all the buildings.

Senator Augustine stated that it could be a possibility for them to do that, then they can work on getting the Town additional funding.

Brandon stated that they were thinking about also limiting the storm maintenance with the building because the Town does have drainage issues.

Commissioner Durant stated that an established walkway from the Town Hall to the firehouse would need to be created, also with a fence separating the alley and the Public Works Building. He thought Mr. Best was talking about the empty lot on 38th,

and he knows there are some restrictions that it can be used, and the neighbors use it for a parking lot.

The Town Manager stated that maybe they can get some EV charging stations and do paving and make it a lot and use it as parking for the firehouse, and they can investigate this.

Commissioner Chair Wheatley stated that a parking lot can be used there.

The Town Manager also suggested having a mural painted on the wall space to pay homage to the original firehouse.

Stephanie stated that was a great idea. Also, in the basement area, there is a lot of space to create a historical homage mural on the wall as well.

James stated that there are a lot of great ideas to improve everything. He also stated that they can look at things in a short amount of time if need be.

Commissioner Chair Wheatley asked Senator Augustine if the Town needed to have more time, could he grant that.

Senator Augustine stated that he could give more time.

2. **Presentation: Coalition Against Bigger Trucks (CABT) - (Josh Collins)**

The Town Manager stated that Mr. Collins was going to do a presentation to talk about the Coalition Against Bigger Trucks. He was hoping for letters of opposition for large trucks. Also, if the Commissioners wanted to sign on against this issue.

Commissioner Salsich stated that she supports sending the letters.

Commissioner Durant stated that he supports it, and the only comment is grammatical changes.

Commissioner Chair Wheatley stated that she supports sending the letter of opposition.

Commissioner Campos stated that he supports signing the letter of opposition.

Commissioner Brooks stated that he supports sending the letter of opposition.

3. **Presentation: Advantage Tech Municipal IT & Cybersecurity Policy (AI) - (Mike Nastick & Chris May)**

Chris gave a presentation on AI and data security and what that looks like for municipalities.

Commissioner Salsich inquired how the data centers tied to AI.

Chris stated that everything runs off data centers. If the stance is that the Town doesn't want to use AI, you can put it into a policy. He informs people how to write a policy on their thoughts and processes.

Commissioner Durant stated that they need to simplify it and flush it out for the Town.

Chris stated this is true; it's just a starting point.

Commissioner Chair Wheatley stated that the Town does need a policy and that PEAKE Technology can make sure that it's in effect.

Commissioner Campos stated that they have to take baby steps.

Commissioner Brooks stated that he thinks the Town needs this and it's a great starting point.

Commissioner Chair Wheatley stated, what is the next step?

Chris stated that they can do a working session, but it's whatever the Town needs. He also stated that they can set up a free training session.

Business

4. Cottage City Scholarship 2026 (Commission Discussion)

The Town Manager stated that there were four applications that came through for the Cottage City Scholarship. He also gave a breakdown of the scholarship awarding process. The Commissioners discussed.

Commissioner Salsich thanked all the applicants and chose Kailyn Williams number one, Aliany Romero second, and Xzayvilys Sparkman third place.

Commissioner Durant stated that he needs to look at the package.

Commissioner Chair Wheatley stated that she chose all the same three as Commissioner Salsich, but she needs to decide the order. Williams one, Sparkman two, and Romero third place.

Commissioner Campos stated that Kailyn Williams is number one, Romero second, and Sparkman third.

Commissioner Brooks stated that he chose Romero first, Sparkman second, and Williams third place.

The Commissioners all agreed that Kailyn Williams would be first place, Aliany Romero second place, and Xzayvilys Sparkman third place.

5. Wayfinding Branding & Signage Strategy (Commission Discussion)

The Town Manager stated that they attended the BCCE meeting, and they would like the Commission to decide what they would like to see as the Wayfinding.

Commissioner Chair Wheatley suggested that they take a small recess to discuss the renderings in the Town Hall.

Commissioner Durant stated that he would like to see a mural painted on the trail that leads to the bike trail on the hill near the Cottage City Park.

Commissioner Brooks inquired if there are any monuments and artworks proposed for the Cottage City side. He stated that the Town needs to push for that.

The Town Manager stated that they are trying to find spots to add for the Town to get more. He also stated that they will be identifying more things for the Town.

Kevin Best stated that the Battle of Bladensburg happened in Cottage City and there is no identification for Camp Casey. Cottage City lays on sacred ground.

Commissioner Durant inquired where the historical artifacts get stored and if it is possible to have them displayed.

Adjournment 8:40 PM

Commissioner Brooks made a motion to adjourn at 8:40 PM.

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos Aye, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

Regular Town Meeting:

Call to Order and Roll Call 8:41 PM

Attendees

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Durant- Ward 2
- 3.) Commissioner Chair Wheatley- Ward 3
- 4.) Commissioner Campos- Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager
- 7.) Chief Martini-Chief of Police
- 8.) Todd Frankenfield-Accountant ALTA CPA
- 9.) Kevin Best- Town Attorney

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

6. Approval of Minutes (June)

Commissioner Brooks made a motion to postpone the approval of minutes for June until next month.

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos Aye, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

7. Approval of Financials (June)

Commissioner Brooks made a motion to postpone the approval of the June financials until September.

Commissioner Durant seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos Aye, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

8. Public Safety Report (Chief Martini)

Chief Martini gave a brief report on the Public Safety report.

Commissioner Grant inquired about procedure. When an arrest happens in Cottage City, what is the reporting chain for the Town?

Chief Martini stated that they don't have an obligation to tell the Town beforehand, but after the fact, if there is a good working relationship, they will try to let the Town know. Chief Martini stated that he will try and be diligent to put out as much information as he can when situations arise in the Town.

Commissioner Chair Wheatley stated that she believes the Commission approved a Ford Explorer vs. the Chevy Tahoe.

Chief stated that they ran into issues about making sure that the truck could be delivered and the check written before the end of the Fiscal Year. The Grant Manager put the Chief in contact with a dealer in Philadelphia so that he could purchase the Chevy Tahoe and have it delivered in two weeks within the requested time frame.

Commissioner Chair Wheatley inquired if the prices were the same.

Chief Martini stated that it was around the same ballpark.

Commissioner Chair Wheatley inquired about the color of the vehicle and stated that the Town's fleet is gray vs. black.

Chief Martini stated that the only available color was black.

Commissioner Chair Wheatley stated that the process is that the Commissioners need to be made aware if anything changes with the purchases prior to the purchase. Just FYI. She inquired what the Chief will do with his old vehicle and if he plans to reassign it to someone.

Chief Martini stated that he will reassign the vehicle.

Commissioner Chair Wheatley inquired about the officer that was interviewed and where they are in the process.

Chief Martini stated that the candidate is coming into the office tomorrow morning for the voice stress, and in the afternoon, he has his psychological test. His background is getting processed, and he has the paperwork to take the urinalysis and physical tests. Chief Martini also mentioned that he is campaigning for new officers as well.

9. Public Works Report

The Town Manager gave a Public Works report.

Commissioner Chair Wheatley inquired when Public Works would be painting the curbs.

The Town Manager stated that public works would be working on painting the curbs next. Also, they will be creating a public art piece in front of the Town Hall.

Commissioner Brooks stated that he would like to add to September's agenda the discussion on replacing the Town signs to the entrance of the Town.

The Town Manager stated that that's the plan for the wayfinder. Once he receives all the Commissioners' feedback, they can move forward with that plan. He plans to have mockups ready for the September meeting.

Commissioner Reports

10. Ward 1

Commissioner Salsich asked if the events could be sent out in the month before. Is it too late for people to sign up for Cottage City Day?

The Town Manager stated that residents are still able to sign up for Cottage City Day.

11. Ward 2

Commissioner Durant stated that he has been receiving noise complaints from the residents. Since it's summer, is it possible that something can be sent out in the newsletter or via email advising people of the Town's ordinance and code about noise complaints and what steps can be taken about the noise complaints?

Chief Martini stated that whenever he receives a complaint about noise, he follows up at the address and provides them with the ordinance and codes and a flyer for whatever violation, and he has Mr. Hoatson post it. He also stated that he provides the residents with the non-emergency number.

Commissioner Durant stated, how can the Town follow up on it even when it's outside the normal police working hours?

Commissioner Chair Wheatley stated that the Town has SeeClickFix so that the residents have a way to communicate with the Town during non-working hours. That may address some of those concerns, and the system is 24/7.

The Town Manager stated that we are in a conversion of the Town's website, which will happen July 15th, and SeeClickFix will be launched.

12. Ward 3

13. Ward 4

Commissioner Campos stated that in his ward there are issues with vultures and if everyone needs to play their part with the trash and make sure it's out on time. He also mentioned that he wanted to provide the residents with updates regarding CSX and the various trees that need be cut from their property.

The Town Manager stated that he is still working with CSX and it's a process, but the Town is still on their radar.

Commissioner Salsich asked the Town Manager if he can make CSX aware of the Tree of Heaven because of the lantern flies.

The Town Manager stated that he can make CSX aware of that as well.

14. At-Large Report

Commissioner Brooks stated that he will go back around the Town and do a survey of the streetlights around the Town.

The Town Manager stated that he will be bringing up legislation to address feeding of the vultures in the community.

Old Business

14. Letter of Opposition To Proposed Increases In Truck Size & Weight Limits Specifically House Bills 3372 & 2948 (Commission Vote)

Commissioner Brooks made a motion to move forward with the Letter of Opposition to Proposed Increases in Truck Size & Weight Limits Specifically House Bills 3372 & 2948. Commissioner Durant second the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos Aye, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

15. Cottage City Scholarship 2026 Awards (Commission Vote)

Commissioner Chair Wheatley stated that the Commission was all in agreement that Kailyn Williams would be the first-place winner, Aliany Romero would be the second-place winner, and Xzayvillys Sparkman would be the third-place winner.

Commissioner Brooks made the motion to move forward with the Cottage City Scholarship winners, First Place Kailyn Williams, Second Place Aliany Romero and Third Place Xzayvillys Sparkman. Commissioner Campos seconded the motion.

Updates

16. Town Manager Update

The Town Manager stated that the only question he had for the Commission was whether it was okay for the Town to advertise for the Police Clerk position.

Commissioner Chair Wheatley stated that it's okay to post the position.

The Town Manager stated that the theme for Cottage City Day is to Celebrate Your Heritage, and he hopes everyone dresses in their heritage.

Commissioner Chair Wheatley asked Mr. Best about a motion made by Commissioner Brooks to update the Employee Handbook because all the items weren't on the document that was signed. Does that need to be updated, and does the Commission need to resign?

Town Attorney Kevin Best stated that when the Town Manager codifies the new policies, he can take it back before the Commission to ratify the documents.

Commissioner Chair Wheatley inquired when the Commissioners will need to ratify the documents.

The Town Manager stated that they can do it before July 22, 2026.

Adjournment 9:45pm

Commissioner Brooks made a motion to adjourn at 9:45pm. Commissioner Salsich seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos Aye, At-Large- Brooks Aye. Motion Passes.

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Special Town Meeting Agenda

Tuesday, July 14, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/89944009168?pwd=rjx3W88Eu8K62bskeb5wckhbGaHyA7.1>

Phone: 301-715-8592 | Meeting ID: 899 4400 9168 | Passcode: 126218

Call to Order and Roll Call 6:31 PM

Attendees

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Durant- Ward 2
- 3.) Commissioner Campos-Ward 4
- 4.) Commissioner Brooks- At-Large
- 5.) John Hoatson- Town Manager
- 6.) David Martini-Chief of Police
- 7.) John O'Connor-Grant Manager

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).

Business

1. **Motion To Suspend The Rules To Vote In A Special Town Meeting (Commission Vote)**

Commissioner Brooks made a motion to suspend the rules to vote in a special meeting. Commissioner Durant seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 4-Campos-absent, At-Large- Brooks Aye.

Motion Passes. Four Ayes and one absentee

2. **Resolution 2026-19:** A Resolution of the Cottage City Commission accepting a State Fiscal Year 2027 Edward J. Byrne Memorial Justice Assistance Grant (BJAG) award from the governor's office of crime prevention and policy (GOCPP) in the amount of \$16,750.00 for project control number 2026-BJ-0030; authorizing the purchase of two (2) Motorola APX next portable radios and associated accessories; authorizing the execution of all necessary grant documents; authorizing budget amendments, appropriations, and expenditures; authorizing de minimis supplemental funding from the police department budget if necessary; and authorizing procurement through an existing competitively awarded cooperative purchasing contract utilized by the State of Maryland and Prince George's County.

The Town Manager read the resolution into the record.

The Grant Manager spoke about the grant and receiving two radios.

The Chief stated that it's a great asset to receive the grant if they want to stay in communication with the other officers because everyone in the area are upgrading their radios.

Commissioner Durant inquired if there is an official timeline to when it's necessary for every department to have the upgraded radios.

The Chief stated that he isn't sure about the official timeline, yet the radios need to be updated after a certain amount of time. Also, its being pushed out from Annapolis that these radios are encrypted so that ICE can't intercept and come to the scenes.

Commissioner Campos inquired about the total for the two radios.

Commissioner Durant stated that when he was doing research, he saw prices around \$13,000-\$15,000 for two radios.

Commissioner Brooks asked if Commissioner Campos would entertain a motion.

Motion

Commissioner Brooks made a motion to approve Resolution 2026-19 A Resolution of the Cottage City Commission accepting a State Fiscal Year 2027 Edward J. Byrne Memorial Justice Assistance Grant (BJAG) award from the governor's office of crime prevention and policy (GOCPP) in the amount of \$16,750.00. Commissioner Durant seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 4-Campos-absent, At-Large- Brooks Aye.

Motion Passes. Four Ayes and one absentee

Updates

The Grant Manager gave updates on the current status of grants.

Commissioner Durant inquired if there would be an impact on funds being dispersed since there is a dispute ongoing with MNCPPC & Prince George's County Council.

The Town Manager stated that he hasn't heard anything as of yet and once information is provided he will be able to relay that information to the Commission.

Commissioner Brooks inquired about going after a grant for solar.

The Town Manager stated that himself and the architect were talking about the plans for the parking lot and also having EV charging stations there as well.

Commissioner Durant inquired if there will be gravel parking lot or permeable surface.

The Town Manager stated that the parking lot will definitely be a green parking lot and he will make sure its permeable

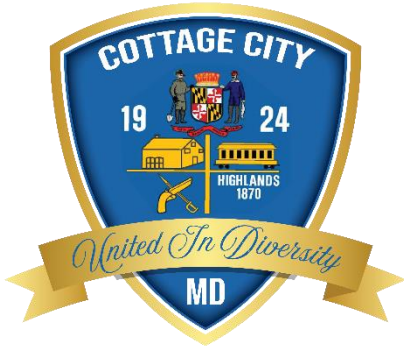
Adjournment 6:55 PM

Commissioner Brooks made a motion to adjourn at 6:55 PM. Commissioner Salsich seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 4-Campos-absent, At-Large- Brooks Aye.

Motion Passes. Four Ayes and one absentee

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Special Town Meeting Minutes

Friday, August 28, 2026 at 6:00 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/82824259550?pwd=bjORLsneAGwOywqDvCl94WA58yjUqs.1>

Phone: 301-715-8592 | Meeting ID:828 2425 9550 | Passcode: 833289

Call to Order and Roll Call 6:00 PM

Attendees

- 1.) Commissioner Durant- Ward 2
- 2.) Commissioner Chair Wheatley- Ward 3
- 3.) Commissioner Campos-Ward 4
- 4.) Commissioner Brooks- At-Large
- 5.) John Hoatson- Town Manager

Business

1. **Suspension of the rules to vote in a Special Town Meeting (Commission Vote)**

Commissioner Brooks made a motion to suspend the rules to vote in a special meeting. Commissioner Durant seconded the motion.

Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos- Aye, At-Large- Brooks Aye.

Motion Passes. Four Ayes and one absentee

2. **Resolution 2026-24 A Resolution of the Cottage City Commission approving the temporary closure of Cottage Terrace** (mun. Route nos. 0030 and 0031), and authorizing the temporary closure of portions of Shepherd Street (mun. Route no. 0050) and Bunker Hill Road (mun. Route no. 0020) as needed, for tree pruning and removal operations adjacent to the CSX Railroad right-of-way; providing for the erection and placement of traffic control signs and devices; providing for enforcement by the Cottage City Police Department and its designees; approving a public notice attached as exhibit a; and providing an effective date. (Commission Vote)

The Town Manager read the resolution into the record.

Commissioner Durant stated that the Town Manager should state the scope of work that is being provided during the CSX visit.

The Town Manager provided the information to the Commission.

Commissioner Chair Wheatley inquired about the 100 foot crane and if there is damage done would CSX be responsible for it.

The Town Manager stated that CSX have insurance and they would be liable for any accidents. The operations is being handled by CSX and the residents, it's not the Town. The Town is just providing street closure and providing CSX with a way to get the work done.

Commissioner Chair Wheatley asked if the residents needed to sign a waiver.

The Town Manager stated that not with the Town and if they have to with CSX that's between the Residents and CSX.

Commissioner Brooks made a motion to approve Resolution 2026-24 A Resolution of the Cottage City Commission approving the temporary closure of Cottage Terrace & temporary closure on Sheppard Street. Commissioner Durant seconded the motion.

Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos- Aye, At-Large- Brooks Aye.

Motion Passes. Four Ayes and one absentee

3. Temporary Limited use & Parking Agreement & Waivers with the Housing Authority

The Town Manager explained that the housing authority is allowing ten residents to park their vehicles at the Cottage City Towers. The Town Manager will be creating temporary parking passes, and he will need to provide the Housing Authority with the names of the residents parking in their parking lot. The Town Manager also stated that the liability goes from the town to the Housing Authority.

Commissioner Durant inquired about how this is being delegated is it first come first serve.

The Town Manager stated that he has to go out to the residents and speak with them so he guesses that it will be the first ten people he speaks with. The residents also can park at the Town Hall and on the street.

Commissioner Durant stated that notification should be sent out and that it should be only one spot available per house.

Commissioner Chair Wheatley asked how the Town Manager is going to give the ten spaces.

The Town Manager stated that it will be first come first serve the first ten residents that he speaks with.

Commissioner Chair Wheatley inquired if the Town Manager reached out to the church to see if the town can utilize their parking.

The Town Manager stated that he will reach out to the church.

Commissioner Chair Wheatley asked if the Town Manager would be doing this on a Saturday and how are the homeowners being notified.

The Town Manager stated that they're going door to door.

The Town Manager also stated that the agreement stated that if CSX, the Town Manager & The Chief asset the street and it's safe the street could be reopened and they can continue to do the work. That won't be until Tuesday morning.

Commissioner Brooks stated that the Town Manager can make the parking only for the Residents and the staff. He also stated that he thinks it should be a 24-hour shuttle service.

Commissioner Durant stated that the Town Manager should send out information via email and information about parking alternatives available. He also asked Commissioner Brooks & Campos if there are school buses going down their street and if they need to notify the school.

Commissioner Brooks stated that there is one bus that stops but he can connect with the Town Manager and the parents to get this resolved.

The Town Manager stated that special notice will be sent out on Civic sends and Facebook and that he will be informing the residence of those notifications that he will be coming out on Saturday to speak with the homeowners.

Commissioner Brooks stated that he can walk around to the residents and send out the flyers.

The Town Manager stated that Public Works are going to come in and put up the signs.

Commissioner Brooks stated that it would be good for it to come from him and Commissioner Campos.

Motion

Commissioner Brooks made a motion to approve the temporary limited use parking agreement August 31st -September 4th . Commissioner Campos seconded the motion.

Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos- Aye, At-Large- Brooks Aye.

Motion Passes. Four Ayes and one absentee

The Town Manager put the information up for the 24 hour on call shuttle service.

Adjournment 6:34 PM

Commissioner Chair Wheatley made a motion to adjourn at 6:34 PM.

Commissioner Brooks seconded the motion.

Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos-Aye, At-Large- Brooks Aye.

Motion Passes.

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

Town of Cottage City

Item # 2.

Balance Sheet As of June 30, 2026

	TOTAL	
	AS OF JUN 30, 2026	AS OF JUN 30, 2025 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	0.00	303,173.53
1010 Savings - Capital One	5,199.23	5,192.84
1014 US Bank x5954	12,575.00	12,575.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	779,145.87	743,419.36
1060 Truist MM x4603	0.00	101,958.70
1061 Truist Operating Checking x1118	1,412,700.39	443,826.84
1062 Truist Public Fund Checking x6369	0.00	133.46
1065 Capital One CD	99,302.97	99,302.97
1072 Bill.com Money Out Clearing	1,729.73	19,401.39
Total Bank Accounts	\$2,311,119.22	\$1,729,450.12
Accounts Receivable	\$89,557.40	\$153,003.58
Other Current Assets	\$88,025.00	\$98,618.00
Total Current Assets	\$2,488,701.62	\$1,981,071.70
TOTAL ASSETS	\$2,488,701.62	\$1,981,071.70
LIABILITIES AND EQUITY	\$2,488,701.62	\$1,981,071.70

Town of Cottage City

Item # 2.

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

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential (54%)	463,751.70	466,257.00
4006 Real Estate Taxes - Commercial (46%)	396,302.32	402,087.00
4015 Personal Property Taxes	58,276.64	95,000.00
4025 Income Tax	149,755.92	105,000.00
4030 Highway User Tax	43,930.27	54,311.00
4035 Fines & Forfeitures	2,794.31	8,000.00
4040 Speed Camera Fines	605,607.53	375,000.00
4041 Speed Camera Fees	163,825.07	180,000.00
4042 Red Light Camera Fines	359,948.66	150,000.00
4043 Red Light Camera Fees	193,166.68	180,000.00
4055 Franchise Fees (Cable TV)	11,862.36	18,000.00
4065 Licenses - Town	2,756.11	7,000.00
4075 Permits	100.00	
4085 Police Aid	25,004.70	26,550.00
4095 Interest Income	35,838.39	25,000.00
4102 Town Hall Rental	8,400.00	1,800.00
4106 Solar Renewable Energy Credits	10,322.10	
4107.1 Donations	4,022.55	3,000.00
4200 Miscellaneous	29,479.77	
Total 4000 Operating Revenue	2,565,145.08	2,097,005.00
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	70,000.00
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	1,981,385.00
4201 Appropriated from Fund Balance		1,582,200.00
4202 Appropriated from Fund Balance ARPA		128,345.00
Total Income	\$3,028,960.30	\$5,788,935.00
GROSS PROFIT	\$3,028,960.30	\$5,788,935.00
Expenses		
5000 General Government		
5005 Salaries	204,983.22	200,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	34,992.00	35,000.00
Total 5005 Salaries	239,975.22	237,500.00

Town of Cottage City

Item # 2.

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

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
5015 Payroll Taxes	18,649.76	16,200.00
5025 Health Insurance	16,717.69	14,000.00
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	17,652.06	15,200.00
5037 Unemployment Benefits	23,781.91	23,800.00
5040 Audit Fee	11,205.70	14,500.00
5065 Community Enhancement		
5065.10 Newsletter	8,579.96	7,000.00
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	2,000.00	1,000.00
5065.71 Green Team	821.10	1,200.00
5065.73 Food Pantry	103.98	5,000.00
5065.9 Summer Camp		900.00
Total 5065 Community Enhancement	16,505.04	36,600.00
5070 Community Garden	4,171.49	3,500.00
5071 Community Garden - 24 ARPA	343.28	11,448.00
5085 Contractual Services (Accounting Fees)	45,907.50	44,000.00
5086 Cell Phone	3,604.11	1,500.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses	976.24	1,200.00
5100 Insurance - Gen. & Public Offic	2,994.00	4,000.00
5107 IT Support	21,562.80	17,000.00
5115 Legal Fees	55,592.96	64,000.00
5120 Miscellaneous	2,428.22	2,000.00
5125 Membership Dues	3,954.00	4,000.00
5130 Commissioner Municipal Convention & Conf.	12,711.66	14,700.00
5135 Office Expense	37,565.69	31,000.00
5140 Printing & Legal Ads	510.00	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	663.54	800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00
5150.22 Juneteenth	101.94	300.00
5150.23 Events Signage		4,000.00

Town of Cottage City

Item # 2.

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

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
5150.24 Holiday Giveaways	2,101.06	3,000.00
5150.3 Cottage City Day	11,114.67	11,000.00
5150.4 Halloween	1,143.17	750.00
5150.5 Breakfast with Santa	869.16	1,400.00
5150.7 Refreshments	7,266.56	7,500.00
5150.8 Senior Harvest Dinner	500.00	500.00
Total 5150 Special Events	26,697.86	34,350.00
5160 Town Communications	1,125.32	8,000.00
5165 Town Hall Maintenance & Repairs	22,267.86	12,000.00
5170 Town Hall Utilities	21,274.57	34,420.00
5175 Staff Training	7,569.71	4,000.00
5196 Website Hosting	12,730.30	12,800.00
Total 5000 General Government	629,469.95	671,718.00
5200 Public Works		
5205 Salaries	67,961.63	54,080.00
5210 Payroll Taxes	5,199.07	4,326.00
5211 Health Insurance	567.84	
5215 Workers Comp Ins.	14,500.20	14,000.00
5230 Equipment Maint & Operating Exp	26,691.62	25,000.00
5232 Gasoline	5,377.80	8,000.00
5235 Highway Lighting	18,142.90	24,000.00
5237 MML & Training Expenses	833.00	
5260 Roadway/Sidewalk Const. Maint. & Supplies	3,623.17	7,500.00
5271 Maintenance	37,554.73	35,000.00
5272 Tree Maintenance		10,000.00
5280 Uniforms	35.94	
5285 Vehicle Insurance		3,500.00
5305 Dumping Fees	13.25	2,400.00
5315 Mosquito Control		2,300.00
5320 Waste Collection & Disposal	139,126.33	121,643.00
Total 5200 Public Works	319,627.48	311,749.00
5400 Police Department		
5405 Salaries	158,438.79	380,783.00
5406 Overtime		10,000.00
Total 5405 Salaries	158,438.79	390,783.00
5415 Payroll Taxes	14,093.26	23,447.00
5425 Health Insurance	32,035.90	53,817.00
5430 Retirement	5,920.00	17,500.00
5435 Workers Comp Ins.	42,940.74	30,000.00
5438 Temp Police Clerk	34,141.29	
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

Town of Cottage City

Item # 2.

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

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
5490 Office Expense & Operating Cost	19,449.30	12,000.00
5495 Police Liability Insurance	10,746.00	12,500.00
5500 Police Supplies	466.61	2,000.00
5505 Training	1,788.43	6,000.00
5506 Training - Police Chief	5,269.67	6,000.00
5515 Uniforms & Accessories	1,860.70	8,000.00
5520 Vehicle Operation & Maintenance	31,067.40	10,000.00
5525 Gasoline - PD	2,500.82	18,000.00
5534 Police Community Outreach	16,146.93	8,000.00
5537 Lexipol Law Enforcement	8,184.75	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	3,772.17	2,700.00
5542 Lefta System		3,000.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program Fees	193,166.68	180,000.00
5600 Speed Camera		
5600.1 Salaries		107,000.00
5600.2 Benefits		26,400.00
5600.3 Other Costs		35,200.00
5600.4 Vehicles		12,100.00
5600.5 Speed Camera Vendor Fees	163,705.07	180,000.00
5600.6 Speed Due to State	56,442.00	
Total 5600 Speed Camera	220,147.07	360,700.00
Total 5400 Police Department	835,926.65	1,015,747.00
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	8,950.00	10,570.00
6044 Fed-Stormwater		670,000.00
6050 Chesapeake Bay Trust - Senior	68,108.00	70,000.00
6052 Bond Bill Expenses Firehouse	6,059.00	500,000.00
6054 ARPA Grant Expense	7,740.00	
6054.1 Family Relief Program	17,925.02	26,200.00
6054.15 ARPA Food Bank	19,021.53	15,000.00
6054.7 Grant Writer Salary	67,598.07	68,700.00
6054.8 Grant Writer Fringe	8,467.75	24,250.00
Total 6054 ARPA Grant Expense	120,752.37	134,150.00
Total 6000 Grant Expenditures	578,650.09	2,160,535.00
6500 Capital Outlays		

Town of Cottage City

Item # 2.

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

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
6501 General Government Capital Outlays		
6507 Town Hall Improvements	6,936.00	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	6,936.00	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
6700 Police Capital Outlays		
6701 Capital Outlays - Police Dept	59,297.00	75,000.00
Total 6700 Police Capital Outlays	59,297.00	75,000.00
Total 6500 Capital Outlays	85,145.00	302,200.00
Total Expenses	\$2,448,819.17	\$4,461,949.00
NET OPERATING INCOME	\$580,141.13	\$1,326,986.00
NET INCOME	\$580,141.13	\$1,326,986.00

Town of Cottage City

Item # 2.

Balance Sheet As of July 31, 2026

	TOTAL	
	AS OF JUL 31, 2026	AS OF JUL 31, 2025 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	0.00	303,176.10
1010 Savings - Capital One	5,199.64	5,193.25
1014 US Bank x5954	12,575.00	12,575.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	781,513.82	754,208.69
1060 Truist MM x4603	0.00	101,959.57
1061 Truist Operating Checking x1118	1,167,228.83	281,122.61
1062 Truist Public Fund Checking x6369	0.00	118.46
1065 Capital One CD	99,302.97	99,302.97
1072 Bill.com Money Out Clearing	1,675.48	16,801.39
Total Bank Accounts	\$2,067,961.77	\$1,574,924.07
Accounts Receivable	\$382,001.00	\$111,688.37
Other Current Assets	\$88,025.00	\$97,735.25
Total Current Assets	\$2,537,987.77	\$1,784,347.69
TOTAL ASSETS	\$2,537,987.77	\$1,784,347.69
LIABILITIES AND EQUITY	\$2,537,987.77	\$1,784,347.69

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue		0.00
4005 Real Estate Taxes - Residential (54%)		504,378.35
4006 Real Estate Taxes - Commercial (46%)		443,483.28
4015 Personal Property Taxes	2,498.85	65,000.00
4025 Income Tax		155,000.00
4030 Highway User Tax		65,523.82
4035 Fines & Forfeitures	90.00	4,000.00
4040 Speed Camera Fines	17,811.27	500,000.00
4041 Speed Camera Fees	10,193.73	150,000.00
4042 Red Light Camera Fines	19,591.00	250,000.00
4043 Red Light Camera Fees	10,549.00	100,000.00
4055 Franchise Fees (Cable TV)		16,000.00
4065 Licenses - Town		6,000.00
4075 Permits	100.00	100.00
4085 Police Aid		30,000.00
4095 Interest Income	10.87	25,000.00
4102 Town Hall Rental	625.00	600.00
4107.1 Donations		3,000.00
4200 Miscellaneous	501.73	0.00
Total 4000 Operating Revenue	61,971.45	2,318,085.45
4106.5 Grant Revenue		0.00
41040 Bond Bill		250,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00
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		1,260,570.00
4201 Appropriated from Fund Balance		1,800,000.00
Total Income	\$61,971.45	\$5,378,655.45
GROSS PROFIT	\$61,971.45	\$5,378,655.45
Expenses		
5000 General Government		0.00
5005 Salaries	13,170.64	163,900.00
5006 Overtime		16,000.00
5010 Commissioner Salaries	2,916.00	35,000.00
Total 5005 Salaries	16,086.64	214,900.00
5015 Payroll Taxes	1,238.25	15,912.00
5025 Health Insurance	1,695.36	24,000.00
5035 Workers Comp Ins.	1,115.10	10,000.00
5040 Audit Fee	950.00	12,000.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026

	TOTAL	
	ACTUAL	BUDGET
5065 Community Enhancement		0.00
5065.2 Port Towns CDC	15,000.00	15,000.00
5065.3 End Time Harvest Ministries		2,500.00
5065.4 Cottage City Scholarship		3,000.00
5065.5 Anacostia Watershed Donation		1,000.00
5065.6 Contribution to ATHA		1,000.00
5065.7 Fire Dept. Donation		1,000.00
5065.71 Green Team	343.28	1,200.00
Crosswalk		2,000.00
Private Property Tree Maint		25,000.00
TNR Program		4,000.00
Total 5065.71 Green Team	343.28	32,200.00
5065.74 Share Food	1,500.00	9,000.00
5065.75 Family Relief	2,484.98	20,609.97
5070 Community Garden	489.25	3,500.00
Bees		700.00
Total 5070 Community Garden	489.25	4,200.00
5071 Community Garden ARPA		11,448.00
Total 5065 Community Enhancement	19,817.51	100,957.97
5080 Contractual Services Grants		72,000.00
5085 Contractual Services (Accounting Fees)		40,000.00
5086 Cell Phone	1,014.99	2,100.00
5087 Codification Services		2,000.00
5090 Election Expenses		1,200.00
5100 Insurance - Gen. & Public Offic	3,539.00	4,000.00
5107 IT Support	3,377.27	40,000.00
5115 Legal Fees	2,523.00	40,000.00
5125 Membership Dues	2,986.25	4,000.00
5130 Commissioner Municipal Convention & Conf.		14,700.00
5135 Office Expense	1,683.74	31,000.00
5136 TH Subscriptions	886.71	11,000.00
5140 Printing & Legal Ads		1,500.00
5150 Special Events		0.00
5150.10 Port Towns Meeting		1,000.00
5150.11 Adult Mixer		800.00
5150.13 Black History Month		1,200.00
5150.14 Hispanic Heritage Month		500.00
5150.16 Native American Heritage Event		500.00
5150.2 Easter Egg Hunt		800.00
5150.22 Juneteenth		300.00
5150.3 Cottage City Day	1,900.75	10,000.00
5150.4 Halloween		800.00
5150.40 Food For Meetings		3,000.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026

	TOTAL	
	ACTUAL	BUDGET
5150.5 Breakfast with Santa		1,500.00
5150.55 July 4th Event	401.35	500.00
5150.8 Senior Harvest Dinner		800.00
5150.81 Seniors Camp		800.00
5150.9 Staff Appreciation		3,000.00
Total 5150 Special Events	2,302.10	25,500.00
5160 Town Communications	857.96	5,000.00
5165 Town Hall Maintenance & Repairs	4,386.08	15,000.00
5170 Town Hall Utilities	3,483.21	40,000.00
5175 Staff Training	48.96	14,000.00
5196 Website Hosting	9,141.77	20,000.00
Total 5000 General Government	77,133.90	760,769.97
5200 Public Works		0.00
5205 Salaries	7,654.01	97,700.20
5206 Overtime		10,000.00
Total 5205 Salaries	7,654.01	107,700.20
5210 Payroll Taxes	585.53	7,816.02
5211 Health Insurance	70.98	10,000.00
5215 Workers Comp Ins.	371.70	13,599.87
5230 Equipment Maint & Operating Exp	352.15	30,000.00
5232 Gasoline		8,000.00
5235 Highway Lighting	4,371.94	30,000.00
5240 Abatements		2,000.00
5260 Roadway/Sidewalk Const. Maint. & Supplies	298.17	20,000.00
5271 Maintenance	1,000.00	36,000.00
5272 Tree Maintenance	550.00	10,000.00
5273 Rain Garden		13,000.00
5280 Uniforms	410.89	900.00
5285 Vehicle Insurance		4,500.00
5287 Training		1,500.00
5305 Dumping Fees	28.50	2,400.00
5306 Composting		5,000.00
5320 Waste Collection & Disposal	479.00	136,400.00
Total 5200 Public Works	16,172.87	438,816.09
5400 Police Department		0.00
5405 Salaries	16,188.87	413,572.57
5406 Overtime		12,407.18
Total 5405 Salaries	16,188.87	425,979.75
5415 Payroll Taxes	1,155.47	28,343.41
5425 Health Insurance	1,394.46	49,200.00
5430 Retirement		16,600.00
5435 Workers Comp Ins.	2,643.20	43,897.71

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July 2026

	TOTAL	
	ACTUAL	BUDGET
5438 Temp Police Clerk	4,685.40	0.00
5440 Applicant Screening & Shots	1,615.20	6,000.00
5445 Auto Insurance	32,133.00	30,000.00
5485 National Night Out	958.60	1,000.00
5490 Office Expense & Operating Cost	8,211.00	12,000.00
5495 Police Liability Insurance	11,753.00	14,000.00
5500 Police Supplies	499.99	2,000.00
5505 Training		8,000.00
5506 Training - Police Chief		6,000.00
5515 Uniforms & Accessories	129.95	12,000.00
5520 Vehicle Operation & Maintenance	217.83	15,000.00
5525 Gasoline - PD	-90.00	21,500.00
5534 Police Community Outreach	5,610.24	6,000.00
5535 Axon Body Camera		4,000.00
5537 Lexipol Law Enforcement		5,000.00
5539 SilverTrac		8,000.00
5540 Axion Tasers		4,000.00
5541 In Car Camera Upgrades	461.25	2,700.00
5544 Firearms and Ammunition		5,000.00
5545 ACC		4,000.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program Fees	10,549.00	100,000.00
5600 Speed Camera		0.00
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	10,113.73	150,000.00
Total 5600 Speed Camera	10,113.73	330,700.00
Total 5400 Police Department	108,230.19	980,220.87
6000 Grant Expenditures		0.00
6002 MD DHCD - NED Grant		185,000.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6021 Cable - PEG - Broadcast Equip	705.00	10,570.00
6044 Fed-Stormwater		670,000.00
6052 Bond Bill Expenses Firehouse		250,000.00
Total 6000 Grant Expenditures	705.00	1,305,570.00
6500 Capital Outlays		0.00
6501 General Government Capital Outlays		0.00
6507 Town Hall Improvements		17,385.20
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_FY27_P&L - FY27 P&L

July 2026

	TOTAL	
	ACTUAL	BUDGET
Total 6501 General Government Capital Outlays		174,085.20
6600 Public Works Capital Outlays		0.00
6606 Facility Maintenance		5,000.00
6615 Street Maintenance		10,000.00
Total 6600 Public Works Capital Outlays		15,000.00
6700 Police Capital Outlays		0.00
6701 Capital Outlays - Police Dept		65,000.00
Total 6700 Police Capital Outlays		65,000.00
Total 6500 Capital Outlays		254,085.20
Total Expenses	\$202,241.96	\$3,739,462.13
NET OPERATING INCOME	\$ -140,270.51	\$1,639,193.32
NET INCOME	\$ -140,270.51	\$1,639,193.32

Town of Cottage City

Item # 2.

Balance Sheet As of August 31, 2026

	TOTAL	
	AS OF AUG 31, 2026	AS OF AUG 31, 2025 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	0.00	303,178.67
1010 Savings - Capital One	5,201.11	5,195.08
1014 US Bank x5954	12,575.00	12,575.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	792,011.99	765,004.40
1060 Truist MM x4603	0.00	101,960.44
1061 Truist Operating Checking x1118	1,425,215.60	146,617.29
1062 Truist Public Fund Checking x6369	0.00	103.46
1065 Capital One CD	99,302.97	99,302.97
1072 Bill.com Money Out Clearing	1,675.48	19,709.87
Total Bank Accounts	\$2,336,448.18	\$1,454,113.21
Accounts Receivable	\$81,998.68	\$149,776.40
Other Current Assets	\$88,025.00	\$97,735.25
Total Current Assets	\$2,506,471.86	\$1,701,624.86
TOTAL ASSETS	\$2,506,471.86	\$1,701,624.86
LIABILITIES AND EQUITY	\$2,506,471.86	\$1,701,624.86

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July - August, 2026

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential (54%)	5,354.46	504,378.35
4006 Real Estate Taxes - Commercial (46%)	4,561.20	443,483.28
4015 Personal Property Taxes	3,815.10	65,000.00
4025 Income Tax	2,695.35	155,000.00
4030 Highway User Tax		65,523.82
4035 Fines & Forfeitures	90.00	4,000.00
4040 Speed Camera Fines	99,868.33	500,000.00
4041 Speed Camera Fees	33,170.92	150,000.00
4042 Red Light Camera Fines	42,633.50	250,000.00
4043 Red Light Camera Fees	22,956.50	100,000.00
4055 Franchise Fees (Cable TV)	0.00	16,000.00
4065 Licenses - Town	839.78	6,000.00
4075 Permits	100.00	100.00
4085 Police Aid	4,305.50	30,000.00
4095 Interest Income	2,489.86	25,000.00
4102 Town Hall Rental	1,650.00	600.00
4106 Solar Renewable Energy Credits	1,535.17	
4107.1 Donations	2,300.00	3,000.00
4200 Miscellaneous	501.73	
Total 4000 Operating Revenue	228,867.40	2,318,085.45
4106.5 Grant Revenue		
41040 Bond Bill		250,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00
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		1,260,570.00
4201 Appropriated from Fund Balance		1,800,000.00
Total Income	\$228,867.40	\$5,378,655.45
GROSS PROFIT	\$228,867.40	\$5,378,655.45
Expenses		
5000 General Government		
5005 Salaries	25,018.01	163,900.00
5006 Overtime	4,049.80	16,000.00
5010 Commissioner Salaries	5,832.00	35,000.00
Total 5005 Salaries	34,899.81	214,900.00
5015 Payroll Taxes	2,677.48	15,912.00
5025 Health Insurance	3,563.00	24,000.00
5035 Workers Comp Ins.	1,115.10	10,000.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July - August, 2026

	TOTAL	
	ACTUAL	BUDGET
5040 Audit Fee	1,137.50	12,000.00
5065 Community Enhancement		
5065.2 Port Towns CDC	15,000.00	15,000.00
5065.3 End Time Harvest Ministries		2,500.00
5065.4 Cottage City Scholarship	2,625.00	3,000.00
5065.5 Anacostia Watershed Donation		1,000.00
5065.6 Contribution to ATHA		1,000.00
5065.7 Fire Dept. Donation		1,000.00
5065.71 Green Team	535.28	1,200.00
5065.71.1 Crosswalk		2,000.00
5065.71.2 Private Property Tree Maint		25,000.00
5065.71.3 TNR Program		4,000.00
Total 5065.71 Green Team	535.28	32,200.00
5065.74 Share Food	5,019.90	9,000.00
5065.75 Family Relief	3,131.44	20,609.97
5070 Community Garden	526.25	3,500.00
5070.1 Bees		700.00
Total 5070 Community Garden	526.25	4,200.00
5071 Community Garden ARPA		11,448.00
Total 5065 Community Enhancement	26,837.87	100,957.97
5080 Contractual Services Grants	6,000.00	72,000.00
5085 Contractual Services (Accounting Fees)	4,355.00	40,000.00
5086 Cell Phone	1,014.99	2,100.00
5087 Codification Services	1,045.00	2,000.00
5090 Election Expenses		1,200.00
5100 Insurance - Gen. & Public Offic	3,539.00	4,000.00
5107 IT Support	4,782.19	40,000.00
5115 Legal Fees	2,523.00	40,000.00
5125 Membership Dues	3,086.25	4,000.00
5130 Commissioner Municipal Convention & Conf.		14,700.00
5135 Office Expense	7,070.28	31,000.00
5136 TH Subscriptions	2,674.20	11,000.00
5140 Printing & Legal Ads		1,500.00
5150 Special Events		
5150.10 Port Towns Meeting		1,000.00
5150.11 Adult Mixer		800.00
5150.13 Black History Month		1,200.00
5150.14 Hispanic Heritage Month	244.43	500.00
5150.16 Native American Heritage Event		500.00
5150.2 Easter Egg Hunt		800.00
5150.22 Juneteenth		300.00
5150.3 Cottage City Day	15,837.45	10,000.00
5150.4 Halloween		800.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July - August, 2026

	TOTAL	
	ACTUAL	BUDGET
5150.40 Food For Meetings		3,000.00
5150.5 Breakfast with Santa		1,500.00
5150.55 July 4th Event	401.35	500.00
5150.8 Senior Harvest Dinner		800.00
5150.81 Seniors Camp		800.00
5150.9 Staff Appreciation	21.98	3,000.00
Total 5150 Special Events	16,505.21	25,500.00
5160 Town Communications	1,703.92	5,000.00
5165 Town Hall Maintenance & Repairs	6,295.72	15,000.00
5170 Town Hall Utilities	4,832.00	40,000.00
5175 Staff Training	48.96	14,000.00
5196 Website Hosting	12,434.97	20,000.00
Total 5000 General Government	148,141.45	760,769.97
5200 Public Works		
5205 Salaries	15,345.48	97,700.20
5206 Overtime	2,914.38	10,000.00
Total 5205 Salaries	18,259.86	107,700.20
5210 Payroll Taxes	1,389.28	7,816.02
5211 Health Insurance	141.96	10,000.00
5215 Workers Comp Ins.	371.70	13,599.87
5230 Equipment Maint & Operating Exp	2,614.97	30,000.00
5232 Gasoline		8,000.00
5235 Highway Lighting	6,534.41	30,000.00
5240 Abatements		2,000.00
5260 Roadway/Sidewalk Const. Maint. & Supplies	1,142.30	20,000.00
5271 Maintenance	2,996.66	36,000.00
5272 Tree Maintenance	3,188.00	10,000.00
5273 Rain Garden		13,000.00
5280 Uniforms	410.89	900.00
5285 Vehicle Insurance		4,500.00
5287 Training		1,500.00
5305 Dumping Fees	56.50	2,400.00
5306 Composting		5,000.00
5320 Waste Collection & Disposal	12,305.29	136,400.00
Total 5200 Public Works	49,411.82	438,816.09
5400 Police Department		
5405 Salaries	29,187.48	413,572.57
5406 Overtime	343.11	12,407.18
Total 5405 Salaries	29,530.59	425,979.75
5415 Payroll Taxes	2,083.15	28,343.41
5425 Health Insurance	3,019.26	49,200.00
5430 Retirement		16,600.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July - August, 2026

	TOTAL	
	ACTUAL	BUDGET
5435 Workers Comp Ins.	2,643.20	43,897.71
5438 Temp Police Clerk	17,504.89	
5440 Applicant Screening & Shots	1,615.20	6,000.00
5445 Auto Insurance	32,133.00	30,000.00
5485 National Night Out	1,070.60	1,000.00
5490 Office Expense & Operating Cost	16,146.06	12,000.00
5495 Police Liability Insurance	11,753.00	14,000.00
5500 Police Supplies	499.99	2,000.00
5505 Training		8,000.00
5506 Training - Police Chief		6,000.00
5515 Uniforms & Accessories	161.95	12,000.00
5520 Vehicle Operation & Maintenance	445.97	15,000.00
5525 Gasoline - PD	-119.00	21,500.00
5534 Police Community Outreach	5,860.16	6,000.00
5535 Axon Body Camera		4,000.00
5537 Lexipol Law Enforcement		5,000.00
5539 SilverTrac		8,000.00
5540 Axion Tasers		4,000.00
5541 In Car Camera Upgrades	461.25	2,700.00
5544 Firearms and Ammunition		5,000.00
5545 ACC		4,000.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program Fees	22,956.50	100,000.00
5600 Speed Camera		
5600.1 Salaries		107,000.00
5600.2 Benefits		26,400.00
5600.3 Other Costs		35,200.00
5600.4 Vehicles		12,100.00
5600.5 Speed Camera Vendor Fees	33,090.92	150,000.00
Total 5600 Speed Camera	33,090.92	330,700.00
Total 5400 Police Department	180,856.69	980,220.87
6000 Grant Expenditures		
6002 MD DHCD - NED Grant		185,000.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6021 Cable - PEG - Broadcast Equip	1,410.00	10,570.00
6044 Fed-Stormwater		670,000.00
6052 Bond Bill Expenses Firehouse		250,000.00
Total 6000 Grant Expenditures	1,410.00	1,305,570.00
6500 Capital Outlays		
6501 General Government Capital Outlays		
6507 Town Hall Improvements		17,385.20
6511 Maryland Heritage Authority Match (MHAA)		90,000.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: Budget_FY27_P&L - FY27 P&L

July - August, 2026

	TOTAL	
	ACTUAL	BUDGET
6512 Maryland Historical Trust Match (MHT)		66,700.00
Total 6501 General Government Capital Outlays		174,085.20
6600 Public Works Capital Outlays		
6606 Facility Maintenance		5,000.00
6615 Street Maintenance	400.00	10,000.00
Total 6600 Public Works Capital Outlays	400.00	15,000.00
6700 Police Capital Outlays		
6701 Capital Outlays - Police Dept		65,000.00
Total 6700 Police Capital Outlays		65,000.00
Total 6500 Capital Outlays	400.00	254,085.20
Total Expenses	\$380,219.96	\$3,739,462.13
NET OPERATING INCOME	\$ -151,352.56	\$1,639,193.32
Other Expenses		
7000 Fund Balance Carryover		1,639,193.32
Total Other Expenses	\$0.00	\$1,639,193.32
NET OTHER INCOME	\$0.00	\$ -1,639,193.32
NET INCOME	\$ -151,352.56	\$0.00

COTTAGE CITY POLICE DEPARTMENT

Monthly Report



August 2026

“To Protect and Serve”

CHIEF OF POLICE

COTTAGE CITY POLICE DEPARTMENT

Calls Handled

August

911 DISCONNECT	8
ACCIDENT	2
ANIMAL COMPLAINT	1
ASSIST	2
ASSIST FIRE EMS	1
BREAK IN REPORT	1
CHECK WELFARE	6
CHECK WELFARE COMBINED	4
DISORDERLY	9
DOMESTIC	1
FAMILY DISPUTE	1
FOUND	2
FRAUD	1
GUNSHOTS	1
HIT AND RUN	1
LOST PROPERTY	1
LOUD MUSIC COMPLAINT	4
MISC POLICE INCIDENT	7
NOISE COMPLAINT	2
PREMISE CHECK	7
PROPERTY ALARM COMMERCIAL	1
RESIDENTAIL ALARM	1
STOLEN VEHICLE	1
SUBJECT STOP	1
SUSPICIOUS OCC AUTO	2
SUSPICIOUS PERSON	1
THEFT FROM AUTO	1
THREATS COMPLAINT	3
TRAFFIC COMPLAINT	2
TRESPASSING COMPL	1
UNKNOWN TROUBLE	8
VEHICEL ACCIDENT COMBINED	1
Total	85

COTTAGE CITY POLICE DEPARTMENT

UPDATES

3800 Bladensburg Road



30 Letters served to the Businesses in the Community

Blue Light Nights Enforcement Initiative

September 25, 2026 - September 26, 2026

Prince George's County Police Crime Initiative

Municipalities

State's Attorney's Office

Police Hiring

-3 Applicants in various stages of the hiring process for Police Officer

-1 Applicant in the process of Part Time Code Enforcement Officer

COTTAGE CITY POLICE DEPARTMENT

EVENTS

August :

-National Night Out (NNO)
August 4, 2026

-Cottage City Day
August 15, 2026

Upcoming Events:

-Hispanic Heritage Celebration
September 18, 2026

-Police Explorer Appreciation
September 19, 2026

-American Bloom Celebration
September 25, 2026 - September 26, 2026

-Blue Light Nights Enforcement Initiative
September 25, 2026 - September 26, 2026
Prince George's County Police Crime Initiative
Municipalities
State's Attorney's Office

COTTAGE CITY POLICE DEPARTMENT

TRAINING/MEETINGS

July:

- Tree Team Meeting
July 9, 2026
- Green Team Meeting
July 21, 2026
- In-Service Staff Training Day
July 22, 2026
All Town Staff
- Police Chief's Association of Prince George's County, Maryland
July 28, 2026
Chief D. Martini

August :

- Police Chief's Association of Prince George's County, Maryland
August 25, 2026
Chief D. Martini

Upcoming Training/Meetings:

- Green Team Meeting
September 15, 2026
- Maryland Chiefs of Police & Maryland Sheriffs Association
Professional Development Seminar
September 20, 2026 – September 24, 2026
Chief D. Martini
- Maryland Chiefs of Police Association
September 22, 2026
Chief D. Martini
- Maryland Police and Correctional Training Commissions
Field Training Officer Recertification Class
September 24, 2026
Sergeant D. Thompson
- Police Chief's Association of Prince George's County, Maryland
September 29, 2026
Chief D. Martini



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

August 26, 2026

Dear Cottage City Businesses:

On Friday, September 25, 2026, Cottage City will have the honor of hosting attendees of the America in Bloom Symposium. These visitors will be coming from communities across the United States, and we want to put our best foot forward and show them the wonderful community we call home.

This is the 25th Anniversary of America in Bloom, and we are excited to be part of this special occasion. This year's symposium is being hosted by communities throughout Prince George's County, with each community bringing its own personality, passion, and commitment to creating beautiful places to live.

We want Cottage City to shine like the diamond that we are!

As we prepare for our visitors, we are asking businesses and property owners to help us with some simple housekeeping around your properties:

- Please cut your grass and keep your property looking neat.
- If trees, bushes, or other vegetation are blocking or overhanging sidewalks, please prune them back.
- If you see trash or litter on the ground, please pick it up.
- If you have open storage or unwanted items on your property, please begin making a plan to properly discard or remove them.
- **If you have abandoned or inoperable vehicles on your property, please arrange for them to be removed immediately.**

Take a few moments to look around your property and take care of those small details that can make a big difference.

It is the little things that matter.

Starting our housekeeping work early will give us plenty of time to make Cottage City look its very best when our guests arrive. We want visitors from around the country to see a community that is clean, welcoming, proud, and cared for by its businesses, property owners, and residents.

This is a wonderful opportunity to showcase Cottage City and all that makes our community special. Together, we can make it happen!

Thank you for taking these steps to help beautify our community and for helping us make Cottage City shine during this very special event.

Let's show America in Bloom what Cottage City is all about!

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Hoatson', with a long horizontal flourish extending to the right.

John Hoatson
Town Manager
Town of Cottage City



COTTAGE CITY POLICE DEPARTMENT
THE TOWN OF COTTAGE CITY

Certificate of Promotion

TO ALL HERE PRESENT, GREETINGS:

*Be it known that due to the special trust
and confidence in the dedication and abilities of*

David W. Thompson #090

*I do promote to the rank of Sergeant
in the Cottage City Police Department
on this first day of July, two thousand twenty-six.*

*This appointment will therefore carefully and diligently discharge
the duties of the grade to which appointed by doing and performing
all manner of things thereunto pertaining. And I do strictly charge
and require all personnel of lesser grade to render obedience to
appropriate orders. And this appointee is to observe and follow such
orders and directions as may be given from time to time by superiors
acting according to the rules and articles governing the discipline of the
Cottage City Police Department.*

JULIA SALSICH
COMMISSIONER, WARD 1

JOSH DURANT
COMMISSIONER, WARD 2

WANDA WHEATLEY
COMMISSIONER CHAIR, WARD 3

TOM CAMPOS
COMMISSIONER VICE CHAIR, WARD 4

JOHN BROOKS
COMMISSIONER, AT-LARGE

DAVID C. MARTINI
CHIEF OF POLICE

David C. Martini

David C. Martini, Chief of Police



**FIRST AMENDMENT TO THE
COTTAGE CITY – IT INTEGRATION & SUPPORT - 11-15-15 QUOTE**

This First Amendment ("**Amendment**") to the Cottage City - IT Integration & Support - 11-15-15 Quote is made and entered into as of November 11th 2015] (the "**Amendment Effective Date**"), by and between PEAKE Technology Partners, LLC ("**PEAKE**") and Town of Cottage City ("**Customer**")

Recitals

WHEREAS, Customer and PEAKE are parties to that certain Cottage City - IT Integration & Support - 11-15-15 dated as of November 11th 2015, last executed by the parties on November 11th 2015 (collectively, the "**Original Agreement**"), as amended by that certain First Amendment with an effective date of November 11th 2015 (the "**First Amendment**"), and together with the Original Agreement and the First Amendment, collectively the "**Agreement**";

WHEREAS, Customer and PEAKE desire to amend the Agreement as more specifically set forth in this Amendment..

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

1. **Defined Terms.** All capitalized terms used in this Amendment shall be as defined in the Agreement unless such capitalized term is defined herein, in which case the meaning set forth in this Amendment shall prevail.
2. **Term of Agreement.** This Agreement shall commence as of July 1st 2026 (the "**Effective Date**") and shall continue until June 30th 2027 (the "**Term**").
3. **Change to [IT Operations & Support] Pricing.** As of the Amendment Effective Date and continuing through the duration of the Term, the [IT Operations & Support] Recurring Price shall be \$56.50 per month, per user, with a minimum of 12 users.
4. **General.**
 - a) Except as expressly amended hereby, the Agreement remains in full force and effect.
 - b) In the event of any conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall prevail.
 - c) This Amendment may be executed electronically in two (2) or more counterparts, each of which when executed and delivered shall be deemed to be an original, and all of which when taken together shall constitute one and the same instrument.
 - d) No modification or amendment of the terms of the Agreement or any amendments thereto shall be effective except by a writing executed by both parties.
 - e) The terms and conditions outlined herein shall be governed by and adhere to the provisions of the latest Master Services Agreement (MSA) located at <https://peaketechnology.com/msa>

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first above written.

Agreed By:

PEAKE TECHNOLOGY PARTNERS, LLC

By _____

Print Name: **Jim Barr**

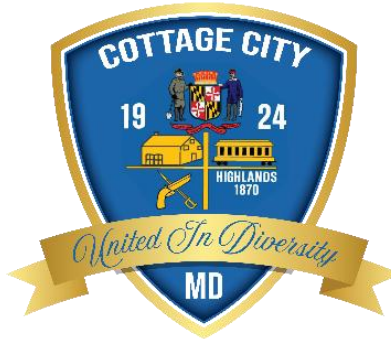
Title: **Technical Account Manager**

TOWN OF COTTAGE CITY

By _____

Print Name: **John Hoatson**

Title: **Town Manager**



**The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
(301)-779-2161**

September 9, 2026

Claire Worshtil, Capital Budget Manager
Capital Planning and Development Division
M-NCPPC, Department of Parks and Recreation, Prince George's County
6600 Kenilworth Avenue, Suite 301, Riverdale, MD 20737

Re: Cottage City Park Renovation

Dear Ms. Worshtil:

Based on the Town of Cottage City's email correspondence and telephone conversations with staff, it is the Town's understanding that the Maryland-National Capital Park and Planning Commission has already allocated funding in its budget for the renovation of Cottage City Park.

The Town has provided a preliminary rendering to help begin the planning process. This rendering is conceptual and is not intended to serve as the final design. The project must still proceed through M-NCPPC's full planning, design, public-review, and public-input procedures. This process will build upon the preliminary work already completed by the Town.

M-NCPPC will carry the primary responsibility for managing and completing the park project. The Town will also remain actively involved and participate with M-NCPPC throughout the public-input and design process. The renovation will be a joint and cooperative effort between M-NCPPC, the Town, and the community.

It is the Town's understanding that M-NCPPC will first use the funding already allocated in its budget for the project. If additional funding is needed, Project Open Space funding may be used to supplement the project. If further funding is required beyond those sources, the Town will assist by applying for Community Parks and Playgrounds funding during the next available grant cycle.

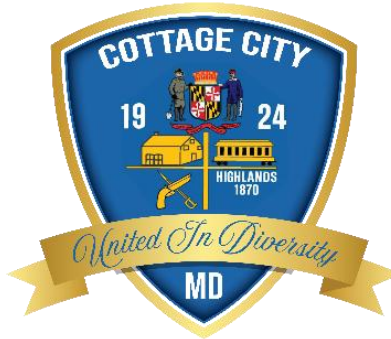
The Town further understands that the project is expected to begin during the upcoming fiscal year, if work is not already underway. Please confirm that this accurately reflects the project's existing budget allocation, supplemental funding options, respective responsibilities, required public-review process, and anticipated timeline.

The Town appreciates M-NCPPC's partnership and looks forward to working together to complete this important community project.

Sincerely,

John Hoatson
Town Manager
Town of Cottage City

CC: Cottage City Commission



**The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
(301)-779-2161**

September 9, 2026

Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, Maryland 20706

Re: Joint Letter of Support—Port Towns Regional Wayfinding Initiative

Dear DHCD Application Review Committee:

We write jointly on behalf of the Towns of Bladensburg, Colmar Manor, Cottage City, and Edmonston to express our strong support for the Port Towns Regional Wayfinding Initiative and the Town of Cottage City's request for \$750,000 in State Revitalization Program funding. Cottage City will serve as lead applicant and central grant administrator for this coordinated four-town project.

The initiative will design, fabricate, and install at least 60 coordinated gateway, vehicular, pedestrian, parking, park/trail, and interpretive signs connecting residents and visitors to at least 25 public facilities, business districts, parks, trails, historic resources, transit connections, community services, and waterfront destinations. A shared design family will preserve each municipality's identity while making the region easier to navigate, strengthening community gateways, supporting locally owned businesses, and improving pedestrian, bicycle, recreational, and waterfront connections.

Each town will participate in destination and location review, community and agency coordination, local approvals, right-of-way and utility review, permitting, installation verification, and DHCD documentation. Final sites will be established during design and field verification. No sign will be installed until the controlling public entity has documented authorization and all applicable permits, utility clearances, and Maryland Historical Trust requirements are satisfied.

The governing bodies of the four Port Towns will return to session in September 2026. Formal resolutions supporting the application and authorizing each municipality's participation will follow and will be transmitted to DHCD after the respective governing bodies take action. The undersigned administrators confirm our shared commitment to completing the regional system within the proposed 12-month award period and sustaining its benefits beyond the grant term.

Sincerely.

John Hoatson
Town Manager
Town of Cottage City

CC: Cottage City Commission

Improving the Criminal Justice Response Program

Memorandum of Understanding

“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

Memorandum of Understanding

WHEREAS, the Prince George’s County Family Justice Center (PGCFJC), an initiative of the Circuit Court for Prince George’s County has come together to collaborate with the **Prince George’s County Police Department** (Criminal Investigations Division, Districts V and VII), the **Office of the Sheriff for Prince George’s County**, local municipal law enforcement agencies, including **Bladensburg Police Department, City of Bowie Police Department, Cottage City Police Department, and Mount Rainier Police Department, Prince George’s County Community College** an institution of higher learning, the **University of Maryland SAFE Center for Human Trafficking Survivors**, a local human trafficking service provider, and **Community Crisis Services, Inc. (CCSI)**, a local nonprofit domestic violence provider, to make an application for the Office of Violence Against Women (OVW) Fiscal Year 2026 Improving the Criminal Justice Response Program grant; and

WHEREAS, the partners herein have agreed to enter into a collaborative agreement in which Prince George’s County Government is the named applicant, and the PGCFJC under the authority of the Circuit Court for Prince George’s County will be the lead agency and the above referenced agencies will be partners in this application; and

WHEREAS, the partners herein met to discuss this project on August 5th, 2026, and desire to enter a Memorandum of Understanding setting forth the services to be provided by this project entitled “Improving Criminal Justice Responses with Enhanced Access, Technology, Professional Development, and Partnerships;” and

WHEREAS, the application prepared and approved by the partners is to be submitted to the Office of Violence Against Women on or before August 20th, 2026;

I) *Authorized Official and Project Applicant*

Prince George's County Government was established in 1969 and is a nationally recognized jurisdiction that is a leader in the Washington Metropolitan Region and governs policies and practices that are innovative, results-oriented and sustainable. With a population of over 900,000 residents, Prince George's County is composed of the Executive and Legislative branches. The Judicial Branch consists of the County’s Circuit Court. The County Executive is the Chief Executive Officer of Prince George's County Government and is the highest-ranking elected official in the county. As the leader of the executive branch of government, the County Executive is responsible for the operation of all governmental departments and agencies and will serve as the Authorized Official for this application. The Office of the County Executive was not directly involved in the development of this Project, but the Executive Branch will serve as the fiscal agent and entity responsible for receiving the funds and distributing them to the PGCFJC in accordance with the requirements of this proposal.

II) *Partnering Organizations*

The Circuit Court for Prince George's County is in Upper Marlboro, the County seat of Prince George's County, Maryland receives an average of 1.2 million visitors a year (pre Pandemic). The Circuit Court is comprised of 24 Circuit Court Judges, 7 Family Magistrates, 1 Foreclosure Magistrate, 24 law clerks and 231 employees. Under the leadership of its Chief and Administrative Judge, the Honorable DaNeeka Varner Cotton, the Circuit Court is managed by an administrative team comprised of a Court Administrator, Deputy Court Administrator and a dedicated group of directors, supervisors and staff who work together to manage the operations of the

Improving the Criminal Justice Response Program

Memorandum of Understanding

“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

Court. The Circuit Court offers several services to citizens of Prince George's County through several of its divisions, including the Family Division, Problem-Solving Court, which operates the Adult Drug, Juvenile Drug, Re-Entry, Veteran's and Truancy Reduction Courts and the Family Justice Center, the lead implementing agency for this Project.

Prince George's County Family Justice Center (PGCFJC), an initiative of the **Circuit Court** was established in 2016 to enhance access to resources for survivors of domestic violence, sexual assault, human trafficking, and teen dating violence in the aftermath of trauma and abuse through a "one stop shop" service delivery process. With a mission *to serve the needs of citizens impacted by domestic violence, sexual assault, human trafficking, teen dating violence and elder abuse, in a caring and compassionate environment by delivering comprehensive client-centered and survivor-driven options from all service partners*, the PGCFJC provides services through a client-centered and survivor-driven approach. The focus is on advocacy (protective orders, safety planning, emergency shelter, crisis counseling, civil legal representation, court accompaniment), social services (housing and financial assistance), and basic supportive services, medical assistance, clothing, and food).

In FY25, more than 1,300 survivors were assisted by a dedicated team of 22 local government and private on-site community-based partners to include the Prince George's County Police Department, Prince George's County Office of the Sheriff, Prince George's County State's Attorney's Office, Prince George's County Department of Health, Prince George's County Department of Social Services, Prince George's County Department of Family Services, University of Maryland Capital Region Health (Domestic Violence-Sexual Assault Unit), Maryland Crime Victims' Resource Center, Maryland Legal Aid, Catholic Charities, Community Legal Services, Inc. House of Ruth, Women's Law Center of Maryland, Community Crisis Services, Inc, Courtney's House, Juanita C. Grant Foundation, University of Maryland SAFE Center for Trafficking Survivors, Sexual Assault Legal Institute (SALI), Community Advocates for Family and Youth (CAFY), The Training Source, and Forensic nurse Exam Solutions. The PGCFJC is the only Family Justice Center in the country that is administered through the court system.

Prince George's County Police Department (PGPD) is the fourth largest law enforcement agency in the State of Maryland and primary law enforcement agency in Prince George's County. Approximately 1,500 police officers and almost 450 civilians provide a full range of law enforcement services. PGPD responds to an average of 555,000 service per year, which includes an average of 1,500 annually for domestic violence. PGPD operates with nine (9) specialized units, including the Criminal Investigations Unit where the Domestic Violence Unit is housed.

Prince George's County Office of the Sheriff (PGSO) The mission of the Prince George's County Sheriff's Office (PGSO) is *to fulfill the duties of the Office of the Sheriff in a fair, professional and dignified manner so as to inspire and maintain the confidence and trust of the public; and to enhance the quality of life in Prince George's County in partnership with its citizens*. Toward this end, PGSO special victims' assistants (SVAs) serve as catalysts for change by serving court ordered peace and protective orders and facilitating victims' access to long-term intervention resources, respectively.

Improving the Criminal Justice Response Program

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“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

The PGSO's Domestic Violence Intervention Division (DVID), comprised of sworn deputies, SVAs, and civilian administrative aides, is the only dedicated domestic violence unit in the region that serves as a one-stop shop for victims of domestic violence. The DVID, through its SVAs and administrative component, assists through the provision of access to services or assistance-toward safety and freedom from violence. The SVAs serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking. They assist victims in navigating the various court and social service processes, essentially mitigating their anxiety and bolstering their resolve to break the cycle of violence, at a time in the beginning of the process, when they are most likely to take action.

Bladensburg Police Department (BPD) is the primary law enforcement agency in Bladensburg, serving a population of approximately 9,500 residents. As a small, 24-hour full-service community-oriented policing agency, BPD is comprised of 24 sworn officers with a criminal investigative unit, along with 13 non-sworn civilians, which include dispatch and administrative personnel. Bladensburg is very diverse community with a relatively large Spanish-speaking community approximately 72% of its residents identify as "Other" that includes African-American and Hispanic.

Bowie City Police Department (BCPD) is the primary law enforcement agency in the City of Bowie, serving a population of 57,192 residents and is among the largest municipalities in the State of Maryland. With a total of 65 sworn officers and 21 civilian personnel, BCPD responds to over 22,000 calls for service. Built on a community-oriented policing philosophy, BCPD is actively engaged in the community and spearheads numerous activities to engage with the community and foster ongoing positive relationships built on trust and legitimacy.

Cottage City Police Department (CCPD) Cottage City is a small, ethnically mixed community bordering Washington, DC. with approximately 1,250 citizens. With a force of 5 uniformed officers, CCPD is the primary law enforcement agency in the town of Cottage City providing police services, crime prevention and public safety. As a smaller, community-based law enforcement agency CCPD implements community-oriented policing as its officers are highly visible in the community and work to establish a friendly and cooperative attitude toward all residents under all circumstances. CCPD works with middle school-aged youth and participants in its Explorer Program to discuss and help prevent teen dating violence.

Mount Rainier Police Department (MRPD) is the primary law enforcement agency in Mount Rainier and operates- as a community-oriented police agency that is committed to a policing model of community policing. To that end, MRPD has well-established relationships within the community and works in partnership with city departments, the residential and business community, and other governmental and non-profit agencies to reduce crime, provide a sense of safety and security and improve the quality of life for those who visit, live, and work in the City of Mount Rainier.

Community Crisis Services, Inc. (CCSI) serves as the comprehensive domestic violence service organization providing the only safe haven for survivors of domestic violence in Prince George's County who are in need of asylum. In addition, CCSI is the only 24-hour crisis hotline for survivors and law enforcement officers responding to domestic violence calls. CCSI provides a comprehensive model of care which

Improving the Criminal Justice Response Program

Memorandum of Understanding

“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

incorporates wrap around services for victims in both its emergency shelter program and hotline support.

University of Maryland SAFE Center for Human Trafficking Survivors provides comprehensive survivor-centered and trauma-informed services that empower sex and labor trafficking survivors to heal and reclaim their lives. Since its 2016 inception, the SAFE Center has supported over 500 human trafficking survivors and their immediate families. Providing services and resources such as case management, legal assistance, career readiness assistance, education support, and mental health therapeutic services, the SAFE Center reduces the vulnerabilities to trafficking and uplifts survivors. Through the provision of over 3300 training initiatives, the SAFE Center has provided educators throughout the state of Maryland with the tools to recognize indicators of potential trafficking.

III) *History of Relationship*

As a multi-agency, multi-disciplinary survivor resource and support center, the **PGCFJC** has independently collaborated with most of the partners named herein since its inception in 2016. Many of these organizations were involved in the development and planning of the PGCFJC and forged working relationships during that seven- year process. The **PGSO** was one of the first organizations that committed resources and moved into the PGCFJC in 2016 with Special Victim Advocates (SVA's) that started implementing the proven model. **PGPD, CCSI, and the University of Maryland SAFE Center for Human Trafficking Survivors** soon thereafter in 2020 and committed resources to the PGCFJC and has been working together as on-site partners in the PGCFJC serving survivors in a coordinated and collaborative approach and have well- established working relationships.

Further, the **PGCFJC** has developed productive working alliances with these MOU partners, along with the local municipal police departments named in this MOU, having collaborated with them either formally as on-site partners, and in some instances informally through external community-based programs and initiatives; to include the Prince George's County Domestic Violence Coordinating Council, Prince George's County Domestic Violence Fatality Review Team, the Prince George's County Human Trafficking Task Force, Take Back the Night and Purple Lights Night, held annually in October in recognition of National Domestic Violence Awareness Month.

IV) *Roles and Responsibilities*

NOW, THEREFORE, in order to improve criminal justice responses to survivors of domestic violence, dating violence, sexual assault, stalking, human trafficking, and elder abuse, and thereby enhance victim safety through increased access to comprehensive, trauma-informed services, critical resources, and expanded service delivery locations within local law enforcement agencies and on the University of Maryland, College Park campus, the Parties agree to collaborate in accordance with the terms and conditions set forth herein. Further this Project will continue to increase the level of coordination and collaboration between law enforcement and the above-mentioned partnering organizations that are co-located at the PGCFJC.

All partners have reviewed the project budget and are aware of the total amount being requested. Each partner is being compensated equitably for their work under the grant or is agreeing to receive no compensation from the grant. It is hereby agreed by and between the partners, pending the receipt of necessary funding, that each Partner will contribute in the following manner:

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"Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships"

1) The PGCFJC under the authority of the **Circuit Court for Prince George's** will prepare and submit a proposal to OVW in accordance with this MOU by August 20th, 2026; administer all funds distributed from the County pursuant to the proposal; provide travel and training stipends for the mandated training budget for MOU partners to attend OVW trainings.

- **PGCFJC** will serve as the Project Lead Implementing Organization. Project related duties and responsibilities will be implemented by its Deputy Director.
- The PGCFJC will continue to provide staffing (Intake Specialist and Receptionist), office space, equipment and office supplies for the provision of confidential, client-centered, trauma-informed services to survivors of domestic violence, sexual assault and stalking in the PGCFJC for both walk-in and virtual client intakes,
- Provide a safe, secure client -centered and trauma-informed environment.
- Conduct quarterly training with law enforcement partners working on-site in the PGCFJC and those in the seven (7) satellite locations.
- Maintain Zoom accounts for virtual service delivery in each of the seven (7) satellite locations from the grant funds.
- Provide equipment and maintenance thereof as needed
- Be responsible for coordinating project activities with partners;
- Ensure oversight and administrative of programmatic and grant reporting responsibilities.

The **Circuit Court** will receive OVW Improving Criminal Justice Response (ICJR) Program funding for **PGCFJC** staff salaries and equipment, office supplies and a percentage of costs for shared program supplies (software maintenance, etc.) conferences, outreach/training materials/giveaways, assistance for disabled clients and mandated OVW travel for a total of \$932,632.93.

2) Prince George's County Police Department agrees, individually and through collaborations with the MOU partners, to assign a detective to the PGCFJC to work on- site during extended hours of operation to assist survivors and provide space in District V and District VII to house technology for virtual client intakes.

- Assign one (1) part-time detective to the PGCFJC for nineteen (19) hours during its extended hours of operation Tuesday - Thursday (5:00PM-8:00PM), Friday (5:00 PM – 9:00 PM), and Saturday (10:00AM - 10:00PM).
- Complement existing on-site partnering duties and responsibilities with the provision of police services to survivors seeking assistance at the PGCFJC during extended hours of operation.
- Provide a private location in District V and VII police stations located at 6707 Groveton Drive, Clinton, MD, 20735 and 11108 Fort Washington Road, Fort Washington, MD 20744, respectively for virtual client intakes.
- Attend and participate in mandatory trainings.

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“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

- Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive grant funding to compensate one part-time detective from the Criminal Investigations Division at an overtime rate of \$65 per hour for 19 hours per week @ \$64,220 per year for 36 months for \$192,660 and a shared percentage of other program supplies, equipment for operations at Districts V and VII police station, estimated at \$13,471, and attendance of two (2) officers to mandated OVW training and technical assistance for an estimated total of \$206,131.
- 3) Prince George's County Office of the Sheriff (PGSO)** agrees individually and through collaborations with the MOU partners to provide on-site security at the PGCFJC and facilitate processing of protective orders.
- Provide one (1) part-time equivalent Deputy Sheriff for an on-site security presence for nineteen (19) hours at the PGCFJC during its extended hours of operation Tuesday - Thursday (5:00PM-10:00PM), Friday (5:00 PM – 9:00 PM), and Saturday (12:00PM-6:00PM).
 - Facilitate efforts to process protective orders by providing information to survivors seeking assistance in the PGCFJC and refer to PGSO Special Victim Advocates (SVA) for follow up and supplemental reports.
 - Attend and participate in mandatory trainings.
 - Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive grant funding to compensate one Deputy Sheriffs at an overtime rate of \$60 per hour for 19 hours per week \$59,280 per year for 36 months for a \$177,840 and \$5,000 for a shared percentage of other costs for mandated OVW training and technical assistance for a total of \$182,840.
- 4) Bladensburg Police Department (BPD)** agrees, individually and through collaborations with the MOU partners to service as a satellite office location to enable survivors of domestic violence, sexual assault and stalking virtual access to a comprehensive array of services offered through the PGCFJC.
- Provide a secure and private location within the BPD where survivors can interface with a PGCFJC Intake Specialist during its operating hours.
 - Facilitate efforts to address survivors secondary needs to include food, clothing, cell phone, transportation or other resources/services provided through this grant.
 - Attend and participate in mandatory trainings.

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"Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships"

- Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive program supplies, printing and reproduction, and OVW training and technical assistance for an estimated total of \$8,727.
- 5) Bowie City Police Department (BCPD)** agrees, individually and through collaborations with the MOU partners to service as a satellite office location to enable survivors of domestic violence, sexual assault and stalking virtual access to a comprehensive array of services offered through the PGCFJC.
- Provide a secure and private location within the BCPD where survivors can interface with a PGCFJC Intake Specialist during all hours of operation.
 - Facilitate efforts to address survivors secondary needs to include food, clothing, cell phone, transportation or other resources/services provided through this grant.
 - Attend and participate in mandatory trainings,
 - Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive program supplies, printing and reproduction and mandated OVW training and technical assistance for an estimated total of \$8,727.
- 6) Cottage City Police Department (CCPD)** agrees, individually and through collaborations with the MOU partners to service as a satellite office location to enable survivors of domestic violence, sexual assault and stalking virtual access to a comprehensive array of services offered through the PGCFJC.
- Provide a secure and private location within the CCPD where survivors can interface with a PGCFJC Intake Specialist during all hours of operation.
 - Facilitate efforts to address survivors secondary needs to include food, clothing, cell phone, transportation or other resources/services provided through this grant.
 - Attend and participate in mandatory trainings.
 - Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.

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- Receive Zoom equipment and licensure, program supplies, printing and reproduction and mandated OVW training and technical assistance for an estimated total of \$8,727.
- 7) **Mount Rainier Police Department (MRPD)** agrees, individually and through collaborations with the MOU partners to service as a satellite office location to enable survivors of domestic violence, sexual assault and stalking virtual access to a comprehensive array of services offered through the PGCFJC.
- Provide a secure and private location within the CCPD where survivors can interface with a PGCFJC Intake Specialist during all hours of operation.
 - Facilitate efforts to address survivors secondary needs to include food, clothing, cell phone, transportation or other resources/services provided through this grant.
 - Attend and participate in mandatory trainings.
 - Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive program supplies, printing and reproduction and mandated OVW training and technical assistance for an estimated total of \$8,727.
- 8) **Community Crisis Services Crisis, Inc. (CCSI)** agrees, individually and through collaborations with the MOU partners to facilitate intake for survivors seeking emergency shelter and assist with training for law enforcement Project partners.
- Facilitate client referrals and coordinate intake to the PGCFJC for survivors residing in shelter.
 - Serve as a resource providing information about the PGCFJC and services made available to survivors of domestic violence, both walk-in and virtual access as requested or deemed appropriate.
 - Facilitate training for law enforcement officers partnering in this Project to enhance their level of awareness and sensitivity to victims of domestic violence.
 - Conduct community outreach and training with emphasis on targeted community sites.
 - Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive grant funding to compensate a Support Services Specialist (10% FTE \$10K) for 36 months for \$30,000 and \$10,000 for a shared percentage of cost associated with printing and reproduction and mandated OVW training and technical assistance for a total of \$40,000.

Improving the Criminal Justice Response Program

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“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

9) University of Maryland SAFE Center for Human Trafficking Survivors agrees individually, and through collaborations with MOU partners to develop, coordinate and facilitate a training specifically for law enforcement officers and judges regarding human trafficking victim identification and forced criminality to improve the criminal justice response.

- Attend meetings and communicate pertinent information to the PGCFJC Director and/or necessary staff and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
- Provide statistical and empirical data to the PGCFJC Director and Project Lead.
- Update the PGCFJC Director and Project Lead with training updates.
- Facilitate training for law enforcement officers and judges
- Collect information regarding training attendees for statistical purposes.
- Receive compensation in the amount of \$2,500 for provision of training.

10) The Prince George’s County Community College agrees to:

- Provide a secure, private, and confidential location on campus for the PGCFJC Advocate to meet with students and provide comprehensive victim services.
- Provide appropriate office space, furnishings, internet access, and other necessary accommodations to support the Advocate’s ability to deliver services on campus.
- Identify and refer students who may benefit from PGCFJC services based on reports received, disclosures made, or other identified needs, and facilitate timely referrals to the on-campus Advocate, consistent with University policies and procedures.
- Collaborate with the PGCFJC and project partners to address survivors’ immediate and secondary needs through coordinated referrals for safety planning, crisis intervention, emergency financial assistance, transportation, housing, and other grant-funded supportive services.
- Promote awareness of the on-campus Advocate and available victim services through appropriate University outreach, educational initiatives, and referral networks.
- Participate in required project meetings, trainings, technical assistance, and collaborative activities necessary to support implementation of the OVW-funded project.
- Communicate and coordinate with the PGCFJC Director, Advocate, and project partners to ensure successful implementation of project goals, objectives, and deliverables.
- Receive project-funded training, educational materials, technology, equipment, and other resources necessary to support implementation of the project, as permitted under the grant.

11) Other costs are included in the overall budget for printing and reproduction, and contractual services translation for deaf persons for an additional \$5,100.

The roles and responsibilities described above are contingent on **Prince George’s County Government** receiving funds requested for the project described in the OVW grant application.

Responsibilities under this Memorandum of Understanding would coincide with the grant period anticipated to be **10/01/2026** through **09/30/2029**.

V) Commitment to Partnership

Improving the Criminal Justice Response Program

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“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

- The collaboration service area is Prince George's County.
- The partners agree to collaborate and provide comprehensive services to include direct victim services, civil/criminal justice advocacy and investigative services, assistance with protection orders, on-site security; supportive services to include case management, trauma therapy, crisis intervention/safety planning and transportation; outreach and education to community-based organizations, government partners and targeted area of rural areas, and law enforcement training, pursuant to the program narrative of the grant application (Attached).
- Compensation for partners' contributions to this project will be provided as outlined in the attached OVW budget detail worksheet.
- This MOU is conceptual in nature, a formal legally binding MOU will be forthcoming upon funding of this Project.

Improving the Criminal Justice Response Program

Memorandum of Understanding

*“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”***X**

The Honorable Judge DaNeeka Varner Cotton
Administrative Judge, Circuit Court for Princ...

X

Dr. Denise C. McCain
Director, Prince George's County Family Just...

X

George R. Nader
Police Chief, Prince George's County Police ...

X

Major Glenn A. Goldring
Commander, District V - Prince George's Co...

X

Major Chad J. Schmick
Commander, District VII - Prince George's Co...

Improving the Criminal Justice Response Program

Memorandum of Understanding

*“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”***X**

John D. Carr
Sheriff, Office of the Sheriff for Prince Geor...

X

Daniel Frishkorn
Interim Chief of Police, Bladensburg Police ...

X

Dwayne A. Preston
Police Chief, City of Bowie Police Department

X

Katherine Perez
Chief of Police, Mount Rainier Police Depart...

X

David Martini
Police Chief, Cottage City Police Department

Improving the Criminal Justice Response Program

Memorandum of Understanding

*“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”***X**

Michelle S. Williams
Chief Operating Officer, Community Crisis S...

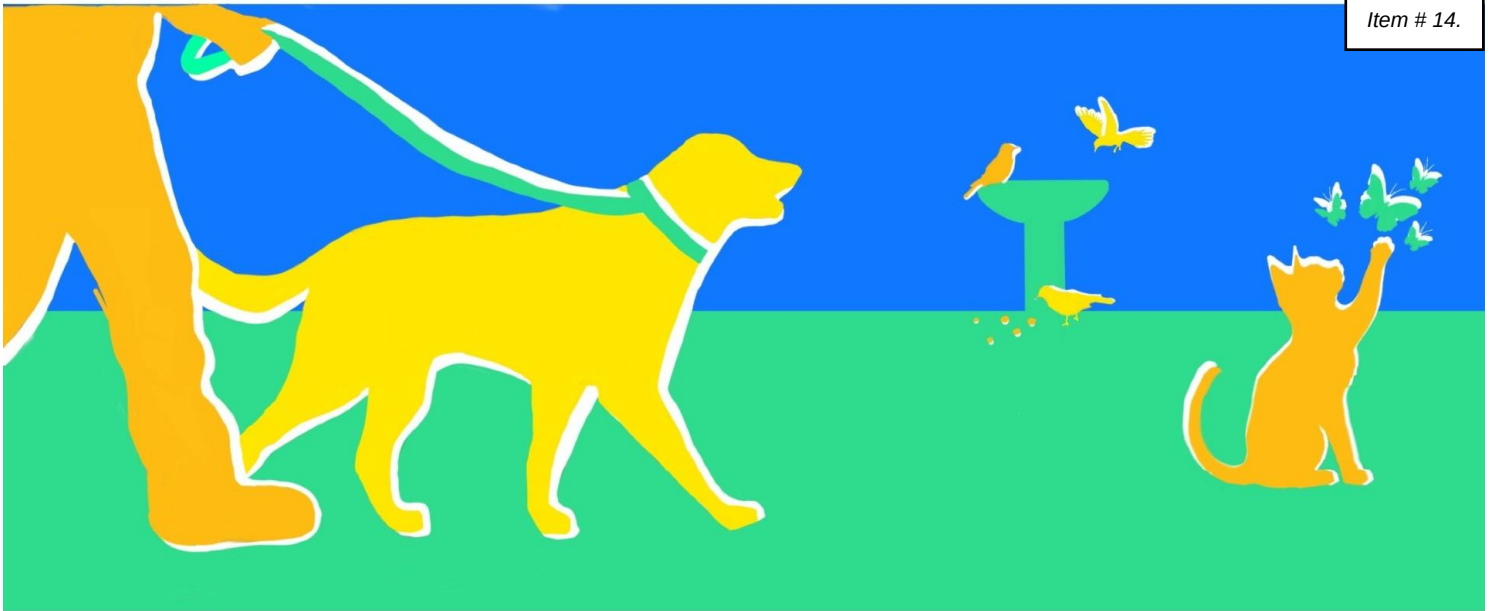
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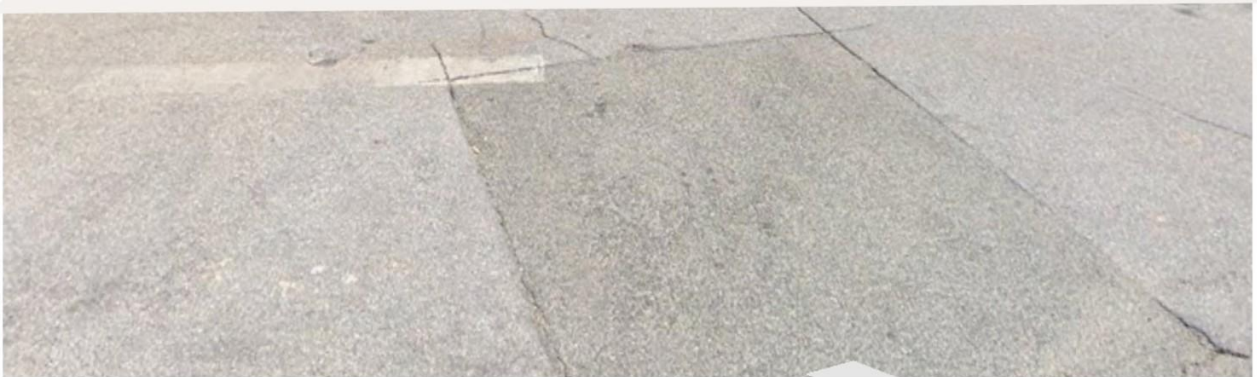
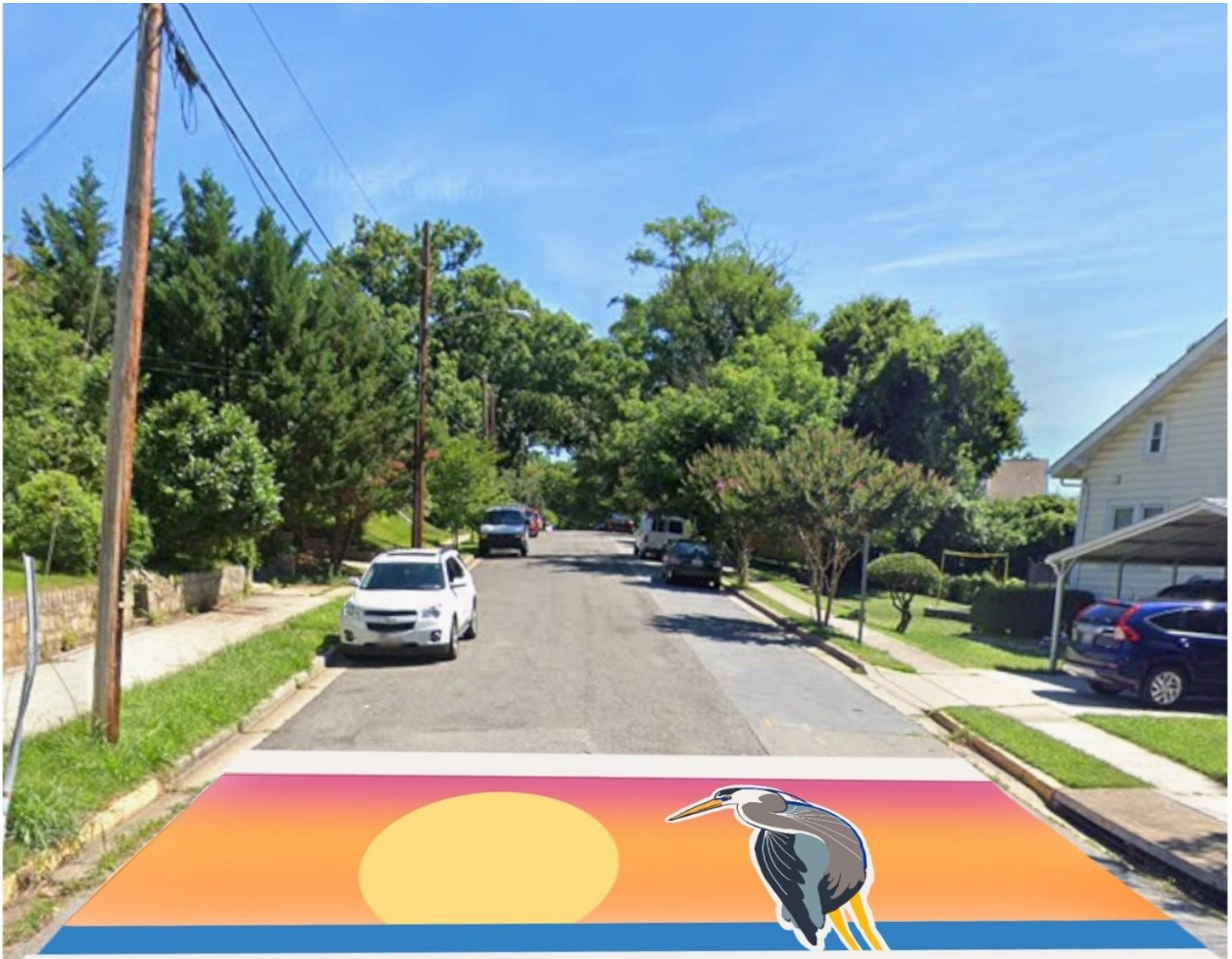
Susan Esserman
Founder, University of Maryland SAFE Cente...

X

Dr. Falecia D. Williams
President, Prince George's County Communi...







TOWN OF COTTAGE CITY

PRINCE GEORGE'S COUNTY, MARYLAND

RESOLUTION NO. 2026-25**A RESOLUTION OF THE TOWN OF COTTAGE CITY AUTHORIZING THE
MODIFICATION OF THE DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT GRANT APPLICATION FOR 3813 COTTAGE TERRACE***Introduced by: Cottage City Commission*

WHEREAS, the Town of Cottage City submitted a grant application to the Maryland Department of Housing and Community Development, identified as Project No. CL-2028-CottageCty-00379, for activities related to the demolition of the property located at 3813 Cottage Terrace; and

WHEREAS, following consultation with representatives of the Maryland Department of Housing and Community Development and the Maryland Historical Trust, the Town has determined that modifying the proposed scope of work may better support the preservation, rehabilitation, and future productive use of the property; and

WHEREAS, the revised project would seek grant funding for a comprehensive property study and architectural and engineering services, including an assessment of existing conditions, preparation of architectural and engineering plans, development of permitting documents, identification of required approvals, preparation of construction cost estimates, and development of a renovation scope; and

WHEREAS, the resulting plans, reports, cost estimates, and supporting documentation will position the Town to pursue additional funding through the Maryland Department of Housing and Community Development and other available sources for the rehabilitation and renovation of 3813 Cottage Terrace;

NOW, THEREFORE, BE IT RESOLVED, by the Town Commissioners of the Town of Cottage City that the Town Manager and Grant Manager are authorized to revise, amend, supplement, and resubmit the Town's grant application for Project No. CL-2028-CottageCty-00379, following coordination with the Maryland Department of Housing and Community Development and the Maryland Historical Trust, to change the proposed project from demolition to a grant funded study and architectural and engineering project.

BE IT FURTHER RESOLVED, that the Town Manager and Grant Manager are authorized to prepare, execute, and submit all documents, certifications, budgets, revised scopes of work, supporting materials, and other information required by the funding agencies to process the amended application and any resulting grant award.

BE IT FURTHER RESOLVED, that the revised project may include professional studies, architectural and engineering designs, permitting documents, cost estimates, preservation recommendations, and other work necessary to establish a complete and fundable plan for the future renovation of the property

INTRODUCED by the Cottage City Commission at a Regular Town Meeting held on Wednesday, September 9, 2026.

PASSED by the Cottage City Commission at a Meeting held _____

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

Wanda Wheatley, Ward 3, Commissioner-Chair

Julia Salsich, Ward 1, Commissioner-Secretary

Joshua Durant, Ward 2, Commissioner

Tom Campos, Ward 4, Commissioner Vice-Chair

John Brooks, At-Large, Commissioner

CERTIFICATION

I hereby certify, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 9th day of September 2026, Resolution No. 2026-25, Modification of the DHCD Grant Application (3813 Cottage Terrace) as set forth above, was duly adopted by the Cottage City Commission of the Town of Cottage City, Maryland, by a vote of ___ Aye, ___ Nay, and ___ Absent.

John Hoatson, Town Manager