



Regular Town Hall Meeting Agenda

Wednesday, July 09, 2025 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/88443290181?pwd=XSLVwrHmKilQIAWRg5qcMYiF4v4x4C.1>

Phone: 301-715-8592 | Meeting ID: 884 4329 0181 | Passcode: 485512

Call to Order and Roll Call

Pledge of Allegiance

Review of the Agenda

Consent Agenda

1. Approval of Minutes
 - June, 2025 Work Session
 - June, 2025 Regular Town Meeting
 - June, 2025 Special Called Meeting
2. Approval of Financials
 - June Financials
3. Public Safety Report
4. Public Works Report (Verbal)

Commissioner Reports

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

Old Business

10. Resolution 2025-05: Mid Year Budget Amendments (Commission Vote)
11. Tree Trimming or Removal (Commission Vote)
12. MML Fall Conference (Commission Vote)

New Business

13. Approval of 43rd Avenue Stormwater Maintenance Contract From SFMS (Commission Vote)

- 14. Acceptance of Resignation From Cottage City Employee (Commission Vote)
- 15. Temporary Employee Promotion (Commission Vote)
- 16. August Recess (Commission Vote)
- 17. National Night Out (Commission Discussion)

Public Comments

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

Motion To Go Into A Closed Session

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 proposes to go into a closed session to discuss the Cottage City Police Department

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.



Commission Work Session Minutes

Tuesday, June 03, 2025 at 6:30 PM

Virtual Only Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on

Zoom: <https://us02web.zoom.us/j/81947059165?pwd=a59L2Gb8Rox1li7Dxwq1dn9OzpwQKG.1>

Phone: 301-715-8592 | Meeting ID: 819 4705 9165 | Passcode: 611388

Call to Order at 6:32pm

Attendees

1. Ward 1 - Commissioner Salsich
2. Ward 2 - Commissioner Henderson
3. Ward 3 - Commissioner Wheatley
4. Ward 4 - Commissioner Givens
5. At-Large - Commissioner Brooks
6. John Hoatson - Town Manager
7. Anthony Ayers - Chief of Police
8. Jason Hancock - Brentwood VFD
9. Lucia Proctor – Resident
10. Todd Frankenfield – Treasurer Alta CPA Group
11. Matt Peter – Local Government Insurance Trust (LGIT)

Review of Agenda

Business

1. Vision InSites Software For CCPD (Commission Discussion)

Chief shared that CCPD formerly used a patrol tracking system (Silver Track) which cost \$2,160/year. When Silver Track was bought out by a larger company and the prices went up significantly, we discontinued using that service.

Chief has identified another company, Vision InSites, that provides the same service at a comparable price of \$2,835/year. The original \$2,160 from Silver Track is in the budget for 2025-2026. The reporting is cleaner will be submitted to the Town Manager daily. CCPD has tested the new system for the past three weeks and it has been doing well. Each officer would have their own login. It has a GPS tag with locations and pictures. There are 24 locations that must be hit four times every shift by each officer.

Town Manager Hoatson has seen the reports and believes that the product is good; he likes that the officers must get out of their patrol cars. Officers will log “community contacts” each time they interact with the public.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: None.

Ward 2- Commissioner Henderson: Asked if there would be additional money needed and Chief reiterated that it would be a \$500-600/year increase compared to Silver Track but the money is available within the budget.

Ward 3- Commissioner Wheatley: Inquired if we decide that we don't like this new company, can we get out of the contract? Chief confirmed that this would be a month-to-month contract.

Ward 4- Commissioner Givens: He likes this and hopes that it is used. He would like to use it for a year and make sure we get proper use and data out of it, then re-assess next year.

At-Large- Commissioner Brooks: None.

2. **Migration From Barracuda to Proofpoint (Commission Discussion)**

Town Manager Hoatson shared that Peake Technology has advised that Barracuda is going up in price. The Town has found that Barracuda can be very difficult. Peake indicated that Proofpoint would be a good fit.

Proofpoint Advanced + Email Security includes email security; spam, virus, and zero-hour threat protection; outbound filtering; email encryption; data loss protection; disaster recovery with email continuity; and advanced reporting.

The Proofpoint cost is \$107.73/month, which is \$52.08/month more than Barracuda. This increase will show in the budget's Peake Technology line item. Town Manager Hoatson wanted to discuss tonight and would like to gain the Commission's approval at the June 11 meeting.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: None.

Ward 2- Commissioner Henderson: Agrees with Mr Hoatson and Peake that Proofpoint is a better product than Barracuda.

Ward 3- Commissioner Wheatley: Anything would be better than what we have now. Barracuda is not a great system.

Ward 4- Commissioner Givens: None.

At-Large- Commissioner Brooks: None.

3. **Ordinance 2025-02: FY 2025-2026 Budget Discussion (Commission Discussion)**

Town Manager Hoatson shared that the budget was included in tonight's agenda to discuss outstanding items and questions in preparation for voting on the 2026 fiscal year budget in the June 11 meeting.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: None.

Ward 2- Commissioner Henderson: Why did the red light camera fines drop from \$300,000 to \$50,000? Todd Frankenfield, Town Treasurer from Alta CPA Group, explained that during fiscal year 2025 the red light camera contract was canceled, so the town saw collections significantly decrease. He thinks we are getting the red light camera revenues back online. The estimates are based on 2025 numbers, so if collections are better next year, we can amend the budget. We have stayed conservative for next year's budget amount.

Ward 3- Commissioner Wheatley: She asked about the increase in line item 5170 Town Hall utilities. Mr. Frankenfield stated that this number is based on what we're seeing YTD in fiscal year 2025 and thinks we undershot the estimate for '25, so are now increasing our estimate for '26.

Commissioner Wheatley indicated that maintenance went up a lot too, line 5271, a \$20,000 increase. Mr. Frankenfield explained that this increase is due to outsourcing.

Commissioner Wheatley asked if the Bates contract waste collection expense increased? Mr. Frankenfield explained that he assumes a standard 3% year-over-year increase, which is typical.

Commissioner Wheatley asked if Silver Track should be corrected in the budget. Mr. Frankenfield stated that this is a supplemental schedule; the legislation is the ordinance which drafts the budget. We will rename the line in the accounting to whoever the new vendor is. This just summarizes all of the pieces that end up in the legislation/ordinance. The new vendor will be within \$500 of what is listed for Silver Track.

Commissioner Wheatley asked if the document was the actual resolution. Mr. Hoatson: Yes, this is the document that will be voted on during next week's meeting.

Ward 4- Commissioner Givens stated that he has reviewed the budget. He did notice that Life Insurance has 0 and would like to know why. Mr. Frankenfield explained that was a formatting change; life insurance is included with the health totals for the fiscal year. The benefit was not canceled; it's the same life/health bill. It is easier to consolidate and budget for the two of them combined.

At-Large- Commissioner Brooks has nothing further.

Chat from Jason Hancock (Brentwood Volunteer Fire Department): Pepco rate increased as of June 1 from 10% to 20%.

Mr. Frankenfield explained that this is the variance in utilities that we are seeing this year in comparison to last year.

Mr. Frankenfield asked if there will be a vote on the budget tonight. Mr. Hoatson replied that the vote is next Wednesday during the regular town meeting.

4. **Requirements and Documentation for Secondary Employment of CCPD Officers (Commission Discussion)**

Town Manager Hoatson stated that they have put forth the application and agreements that need to be signed by the CCPD officers if they would like to pursue secondary employment. This agreement protects the town and requires a \$30 reimbursement of gas.

Town Attorney Kevin Best provided additional details on the contract: The contract is suggested by the Local Government Insurance Trust (LGIT) as part of their risk management and requires the secondary employer, representative from the police department, the Chief, and Town Manager to sign an agreement.

A fuel usage mileage log is required and the town would be reimbursed \$30 per pay period for the use of the vehicle travel to and from the secondary employer's worksite. More than 3

minutes of idle time is considered unreasonable during a one-hour period. The secondary employer agrees to allow the officer when called back to duty, as their primary employment with CCPD is more urgent than working the secondary work.

One of the most important provisions of the entire agreement is that the secondary employer shall defend, indemnify, and save the town and the employer from all losses, damages, attorneys' fees, expenses, claims, lawsuits, etc. They also acknowledge that the town will not be considered a dual agent that will be jointly liable for any claims brought against the secondary employer and employee. It fully indemnifies the town. It requires liability insurance; a certificate of insurance must be provided with an endorsement that specifically states that the officers of the town are an additional insured. In addition to the indemnification clause, there is the certificate of insurance that's required. In lieu of a certificate of insurance from the secondary employer, the officer can go out and get moonlighting insurance through the local FOP and surrender proof of that and that will substitute for the secondary employer obtaining the insurance certificate.

The secondary employer will add and will pay whatever premiums are required to add the employee to the workers compensation insurance policy of the secondary employer. The town will not be liable for workers comp claims that occur during the period of secondary employment.

Permissions granted for the employee to work for the secondary employer may be revoked at any time. If the town determines in its discretion that the work prescribed by this secondary employer upon the police officer conflicts or is inconsistent with the duties of the employee, it makes it clear that the secondary employer in its sole discretion can stop the secondary employment in the interest of the town. The employer, the secondary employer, acknowledges that it has received and reviewed the employee's request for other employment and agrees with the representations contained. Again, the agreement is signed by the secondary employee, which is the police officer, the Chief of Police, and a representative from the town itself, typically the Town Manager. A copy goes into the personnel file, a copy to be sent to the Town Manager, and a copy is to be left with the employee.

This agreement is different from the agreement that was proposed by the Chief. Mr Best thinks it's a better situation for the town and as an appendix to this same agreement. Mr Best has extracted from the police manual the provisions that deal with secondary employment so that the secondary employer and employee and the town official can actually read those and have them close in sight when the agreement is being negotiated and executed.

The conditions for work limitations speak for themselves. These have been in the general orders for some time now. Mr Best urged the commissioners to read through these and see if there is anything problematic that they'd like to change.

Chapter 11 of your code of ordinances allows you to propagate general orders on the Chief but gives you the authority to change them as you see fit. These points and provisions were offered by Lexipol. The officer must sign this agreement and the town keep it on file, which has not been done in the past recently for the three officers in the department that are working secondary employment. Mr Best stated that needs to be fixed as soon as possible before they can resume work, otherwise it puts the town at great risk of harm.

Also, these provisions dealing with secondary employment are not the only provisions that apply because we have allowed the use of town vehicles for secondary employment and that is handled under a different policy in the general orders. What we have done is put the \$30 reimbursement for gasoline usage in the agreement itself. That provision is not in the take home vehicle policy which is a second policy.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: None.

Ward 2- Commissioner Henderson: None.

Ward 3- Commissioner Wheatley stated she has some reservations allowing town officers to use town vehicles for their secondary employment and wanted to go on the record that she is not supporting that part of the document; everything else she is okay with. If the commission decides to allow them to use the town vehicles to do their secondary employment, she doesn't think \$30 in gas reimbursement is enough and would have to insist that the amount be raised.

Ward 4- Commissioner Givens recommends a yearly renewal because insurance policies only last a year and we want to ensure compliance that the insurance policy was renewed and updated and the town continues to be protected.

Mr Givens states that he prefers the commission to approve secondary employment so it is on the record without ambiguity. Mr Givens does not think the gas amount is sufficient and shared concerns about mileage, wear and tear, and the maintenance on these vehicles.

At-Large- Commissioner Brooks thanked Mr. Best and John Hoatson for putting this together; it is something we've needed. He agrees with Commissioner Wheatley, and admits being a little ignorant to the officers' personal use of town vehicles; he was not fully aware that you could drive the vehicle to another employer. He would fully support that it is a take home vehicle, but it's not for everything else. We've seen how expensive this is; we just recently had \$10,000 for a motor change. Drive it home, leave it, use your personal vehicle for secondary employment.

Chief Ayers: He read over the agreement and agrees on everything except for item 8 workman's comp, which he thinks will be problematic. Workman's comp is an additional cost on an employer. If an officer gets injured, we don't put a claim on the town, so he doesn't see why that employer has to show proof of workman's comp.

Some of these companies are small and don't want to add expense of workman's comp. If a claim is submitted, that's the officer's responsibility to take care of their own expenses because it's off duty. No other police department in the state of Maryland has asked any employers to offer a workman's comp policy. He thinks it'd be problematic to the point where we won't get secondary employers to pick up our officers if that requirement remains.

Chief stated that other municipal police departments have a take home car program and allow secondary employment. If benefits are taken away from the officers, it will become difficult to recruit and retain officers. Chief understands the concerns about the vehicles and agrees with having some kind of fuel price for the officers to reimburse. If the car can't idle, the car is not going to be using that much gas. Chief thinks \$35 is reasonable for the car not being on the whole time just going to that place and coming back. The officer can only work 3 to 4 shifts a week, and 4 hours at the most, so there is not a lot of gas being used going to or from, and also not being able to idle the car.

Chief reiterated that if 8 workman's comp could be taken out of that agreement, it going to be feasible for employers to actually sign the officers up for secondary employment.

Town Manager Hoatson suggested that the commission highly recommend reducing the number of secondary employment hours officers can work and from 32 hours down to 20 hours, as this would allow them to maintain and patrol Cottage City streets.

Commissioner Wheatley confirmed in the document that #3 indicates a maximum of 20 hours weekly, although Chief Ayers stated that it is 32 hours in the general orders. Commissioner Wheatley does not think it should stay 32 hours. Chief stated that he will update the general orders and have that and the new document ready for the commission to vote on during next week's regular town meeting.

Commissioners Brooks and Salsich agreed that 20 hours should match in both places

5. **Sick and Vacation Leave of Cottage City Employees (Commission Discussion)**

Town Manager Hoatson stated that the town is in the process of updating the employee handbook and Matt Peter from Local Government Insurance Trust (LGIT) is present for the meeting. Mr Peter started updating the handbook under a previous Town Manager. Tonight, the commission should discuss vacation and sick leave accruals and carryovers.

Current state:

- Annual leave: employees may accrue 156 hours (19.5 days) of annual leave during the year. Accrued annual leave exceeding 120 hours by December 31st will be forfeited.
- Sick leave: Full-time employees earn sick leave at the rate of 104 hours (13 days) per year (or 4 hours per pay period). Sick leave accrues from first day of employment and accumulates concurrently with the employee. Continuous service sick leave may be accumulated up to a maximum of 480 hours (or 60 days). Beyond that point, no more sick leave can be accumulated. Sick leave is not compensable or transferable to other employees and will not be paid off at the time of employee's resignation, termination, or death.

Since there have been issues with leave and taking time off, Mr Hoatson would like to hear from the commission about if they feel the need to amend the current handbook and policy to only allow employees to take leave within a given year or if we should keep it as-is and allow rollover.

Commissioner Wheatley asked if employees were previously permitted to transfer their unused sick leave to other staff, like a sick leave bank. Mr Givens recalls that during hardships, it could be brought forth to the commission for approval. He stated that an employee cannot arbitrarily give unused sick leave to another employee upon the end of employment.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: No questions. She stated it's important to allow employees to roll over their sick leave, otherwise it could introduce a hardship. For example, if someone gets sick in January during flu season, we would want them to have leave for that. Agrees that the commission should allow the ability to share unused sick leave within reason and with commission approval.

Ward 2- Commissioner Henderson would like a limit on how much annual leave is permitted to roll over at the end of the year. An employee can accrue 156 but roll over 120. Mr Henderson agrees with keeping the current limits.

Ward 3- Commissioner Wheatley stated employees should be permitted to roll over 120, anything over that should be forfeited.

Ward 4- Commissioner Givens: Agrees that the way it is written is that way it should continue.

At-Large- Commissioner Brooks doesn't believe addressing the maximum addresses Mr Hoatson's initial concern, and states that there are other policies you can put into place (e.g. no more than 2 days consecutive without a doctor's note; no more than 4 days in a pay period without a doctor's note). Taking away rollover introduces more hardship when there is a serious medical concern and you don't have the sick leave to rely on. He thinks the policy should be kept as-is.

Commissioner Wheatley summarizes that there is a consensus that we will continue the rollover policy.

6. **Updated Cottage City Employee Handbook (Commission Discussion)**

Mr Hoatson asks Mr Peter from LGIT to provide insight into the proposed employee handbook edits. handbook.

Mr Peter was working with the former town administrator 18 months ago and the project stalled upon the former town manager's exit.

Mr Peter commented that two things stood out to him while reviewing the town's handbook: a harassment policy that provides protection for everyone involved in a claim, and the employee discipline policy. As written, the handbook had a long and complex process regarding how and by whom an employee could be disciplined. Mr Peter proposes a streamlined discipline process. The town charter permits the commission to terminate an employee; the authority of the commission is not eliminated.

The commission must provide direction on employee cannabis use. Does the town want to adopt a zero-tolerance policy? Some jurisdictions do not care what you do in your personal time; other local governments have a zero-tolerance policy. While the current policy details the use of abuse of illegal drugs and alcohol, cannabis is in more of a gray area right now.

LGIT suggests that the town revise their drug and alcohol policies and other policies relating to accidents and the operation of vehicles, which touch on drugs. A separate reference might need to be included in reference to cannabis. He suggests making changes on pages 11, 14, 16, and appendix B.

Mr Peter stated that you don't necessarily need to include cannabis everywhere you see the word drug in the handbook, it is more nuanced than that. Some local governments have stopped testing because they don't have a zero-tolerance policy, which is something the town may want to consider. He recommends that he, Mr Best, and Mr Hoatson hash things out and make appropriate recommendations to the commission.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: She believes that what people do in their private time is their business. Since Maryland views cannabis as recreationally legal, she doesn't think we should test for it and does think that we should have wording about them not utilizing it while on the job. If somebody wants to go home at night and partake, that is their private business.

Ward 2- Commissioner Henderson: With cannabis, it depends on the employee and the type of job they're in. He believes it must be in the handbook and that if you are in a sensitive job dealing with safety and equipment, you don't want someone who is intoxicated with cannabis.

Mr Peter stated that federal law prohibits anyone with a CDL driver's license from consuming cannabis. He does not know if there are any employees in Cottage City that have a CDL license. Law enforcement creates a slightly different issue due to gun laws, others disagree, and there is not a clear, definitive answer to this yet.

Ward 3- Commissioner Wheatley stated that although Maryland has legalized cannabis, she prefers zero tolerance in the workplace. She agrees that if it is someone who has a CDL or is operating heavy equipment, that should be considered.

Ward 4- Commissioner Givens stated that police officers should be restricted from cannabis use on and off duty due to the nature of their job. He believes it must be a two-tier system: If you are employed as a police officer or if you have a CDL license, then it is zero tolerance. Those two jobs should be stipulated.

Commissioner Wheatley asked Mr Givens if you are an admin employee, that is fine to use cannabis? Commissioner Givens stated that it is fine.

At-Large- Commissioner Brooks: He agrees with Mr Givens' final conclusions but would like to extend it to anyone who drives a town vehicle. He doesn't want to see the town manager, who is an admin, drive around town and get into an accident only to find out he tests positive for weed, all for people doing what they want in their personal lives. If you drive vehicles, you are accountable for that and the policy should extend to anyone who drives a town vehicle.

Commissioner Henderson believes there should still be drug and alcohol testing for people who drive and officers carrying a weapon. People's lives are at stake and you definitely need periodic testing.

Commissioner Wheatley indicated to Mr Peters that it appears we will have something in the employee handbook in regard to cannabis. There will be a stipulation that if you drive a town vehicle or have a CDL license or a police officer, that you cannot use cannabis.

Mr Peter stated that he can work within those parameters, however if it is going to apply to law enforcement officers, he suspects there will need to be a provision adopted in the general orders. He has never seen the general orders; Chief would know better.

Commissioner Wheatley stated that Mr Peter can work with the town manager and he'll work with the chief as needed. She really likes the work Mr Peter did with streamlining the disciplinary actions and removing contradictions within the document. She would like to confirm if he has everything he needs in order to update the manual so the commission can vote?

Mr Peter said yes, he understands the guidance he's been given and they should be able to take a vote.

Mr Hoatson: The goal is to have this ready on July 1 for the upcoming fiscal year. Mr Peter will release the handbook and do sexual harassment and civility training. It will be an opportunity to see what the employees think and get answers to any questions they have.

7. **CSX Overnight Construction (Commission Discussion)**

Commissioner Brooks provided an overview to Mr Best of what has been happening with the railroad work: CSX has been running new tracks around 11pm/midnight and going until 1am. A resident called the CSX emergency line who then contacted DOT (who is supposed to notify the public). She also reported it via the PG County police non-emergency line.

Mr Hoatson would like to know how the town can receive notification when CSX will be doing construction and feels they should be held to a standard of not doing noisy work when residents are sleeping.

Mr Brooks confirmed that the work is complete; they did not stop because the resident filed a complaint. The resident filed a noise complaint with the county police department because the county says no construction after 9pm over a certain decibel level. Mr Brooks is seeking Mr Best's opinion if there's anything that can be done, and if this situation has impacted other municipalities.

Mr Best stated that the county does not have jurisdiction over the matter of noise; it is the town that has jurisdiction. Whoever called the county barked up the wrong tree. There are some towns that don't have noise ordinances. Cottage City does have a noise ordinance, so you could regulate it. Mr Best does not believe that the train tracks are within the town's corporate limits, that they are right outside the corporate limits. Cottage City could pass an ordinance that says you can enforce nuisance outside of your corporate limits up to one half mile but you have to put a provision in your code that says you're doing that, and then you could regulate the railroad tracks that are technically outside of your limits. Mr Best does not get a lot of issues with railroads because not many of the towns that he represents have railroads that cause problems with nuisances and their corporate limits.

Commissioner Brooks stated that he was recently looking into where exactly the Cottage City and Park property lines are located to perform some tree work. The Park service identified a lot of the land on Cottage Terrace that we always thought was CSX property, yet it is Park's property. Does that come into play at all?

Mr Best shared he understands what Mr Brooks is driving at and that he has not had any issues reported by Mayor Petrilla Robinson about the noise or work by CSX line in their corporate limits. Unless that park land property was in the corporate limits, the town has no jurisdiction over it. If the town wants to have jurisdiction over the CSX railroad, Cottage City must amend the ordinance to say that you're going to enforce your ordinances slightly outside of your corporate limits, which the law allows.

Commissioner Brooks asked what would we do after that? Cite them with code enforcement?

Mr Best stated that the town could cite them or you could go fetch an injunction in the district court and force them not to do this type of behavior if it violates your noise ordinance. If you cite them, they don't care, it's just not enough to compel them to change their behavior. Assuming the ordinance allows you also to seek injunctive relief from the court, that would be the option. You could get an order from the court.

Commissioner Brooks: Thanked Mr Best for his input about what we could possibly do.

Chief: Suggested that Commissioner Brooks contact Senator Augustine and they can put something on the floor next year to make it a Maryland state law – that CSX has to notify neighboring areas when they do night work.

Commissioner Brooks: He stated that he had previously worked with Glenn Ivey's office and thanked Chief for the good suggestion to reach out to Senator Augustine.

8. **STOP Sign Proposal (Commission Discussion)**

Commissioner Givens proposed reflector enhancements on the STOP sign posts to make them a more visible. The cost appears to be about \$15 for only 30 inches (he is trying to find a longer reflector). He thinks the tot lot intersection would be a good place to test. The reflectors are about \$15 each and we would need 4.

Commissioner Givens also proposed painting the asphalt for additional STOP visibility. A 5 gallon bucket of red paint is \$150 and a gallon of white is \$30. The stencil is about 200 with the line as well. Once Jorge is on board, this work could be put in the queue to be completed before winter.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich thinks it looks nice and would be okay with it.

Ward 2- Commissioner Henderson thinks it's a great idea if Mr Best says it's permissible.

Ward 3- Commissioner Wheatley thinks it's a great idea and would like to know if we could add flashing lights to the STOP sign and get a quote for that?

Ward 4- Commissioner Givens stated that he would obtain estimates. Edmonston obtained a grant for this type of work and we should see if this is possible for the town.

At-Large- Commissioner Brooks fully supports this idea and thinks we need to do more of these safety measures to look after residents of the town.

Commissioner Wheatley would like to know if the STOP painted on the concrete is reflective paint?

Commissioner Givens stated that the red is not reflective paint but the white might be able to be reflective and will check into that.

Mr Best states that the manual for uniform traffic control devices doesn't care what color the pole is, they only dictate the traffic control device, which is the sign.

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).

Commissioner Wheatley asked that if anyone from the public has comments, they have the opportunity to speak for 3 minutes and should state their name, address or organization.

Mr Hoatson read the chat comments into the record:

Miss Lucia Proctor: Sick bank. Shouldn't it go into sick bank instead of rollover? It goes into a sick bank. It's an opt-in thing. If they contribute to the bank they have access to in case of hardship. If they don't contribute, no access.

Commissioner Brooks. A lot of government and higher education use the rollover.

Ms. Proctor: Right? But a portion goes into the sick bank instead of forfeit. Leave bank.

Commissioner Brooks. No, you usually get a certain amount of sick time, and you can roll over a portion and you have access. You lose it. Some may do sick banks, but many don't.

John Brooks stated aloud that he would like to clarify excess, not access. So whatever excess you have, you lose it.

Commissioner Wheatley confirmed that there were no public comments other than those that were in the chat. The commission will have to suspend the rules to go into a closed session. She asked if anyone wanted to make the motion to suspend the rules at 8:08pm.

9. **Motion To Suspend The Rules To Go Into A Closed Session at 8:08pm (Commission Vote)**

The motion was made by Commissioner Brooks and seconded by Commissioner Henderson. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions. The commission went into closed session at 8:10pm.

10. **Motion to Go Back Into Open Session at 9:07pm (Commission Vote)**

All five Commissioners, the Town Manager, and the Town Attorney were present for the closed session and discussed personnel matters under the General Provisions Art. § 3-305(b). There were no votes taken in the closed session; it was limited to discussion and obtaining legal advice from the town attorney.

The body discussed the potential hiring of one employee and possible salaries. The body did not come to a conclusion and will revisit the decision once the town manager has the information requested by one of the commissioners.

They discussed another personnel matter regarding another employee and did come to a decision on how to proceed; their decision was relayed to the town attorney and town manager.

The body also discussed conduct of behavior and conduct and civility of the commission and commissioners, and that was just a regular discussion, there were no votes taken in regards to that.

11. **Motion to Adjourn at 9:09pm (Commission Vote)**

The motion was made by Commissioner Brooks and seconded by Commissioner Givens. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions. The commission adjourned at 8:10pm.

Motion To Go Into a Closed Session

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The Commission proposes to go into a closed session to discuss salary information.

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Wednesday, June 11, 2025 at 7:00 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be Hybrid - Town Hall & Zoom

<https://us02web.zoom.us/j/86918964855?pwd=WfZaLO7buaQTHq7afVQDUCV8SJjqPI.1>

Phone: 301-715-8592 | Meeting ID: 869 1896 4855 | Passcode: 412935

Call to Order at 7:04pm

Attendees

1. Ward 1 – Commissioner Salsich
2. Ward 2 - Commissioner Henderson
3. Ward 3 - Commissioner Wheatley
4. Ward 4 - Commissioner Givens
5. At-Large - Commissioner Brooks
6. John Hoatson - Town Manager
7. Anthony Ayers - Chief of Police (via Zoom)
8. Todd Frankenfield - Treasurer Alta CPA Group (via Zoom)
9. Kevin Best- Town Attorney (via Zoom)
10. Ciera C – resident (via Zoom)
11. Jeff – resident (via Zoom)
12. Zoom User - resident (via Zoom)
13. Denise Hamler – resident, Community Garden Co-Leader
14. Diana Guespe – resident, Community Garden Co-Leader and Treasurer
15. Tom Campos – resident
16. Ms. Katie – resident
17. Rose Bemis – resident
18. Sadia Gomez - resident

Consent Agenda

1. Approval of Minutes

Commissioner Wheatley stated that she already sent her edits for the May 14, 2025 regular meeting minutes.

2. **Approval of Financials**

No questions posed by the Commission on the May 2025 financial report.

The motion to approve the May 14, 2025 regular meeting minutes and May 2025 financial report was made by Commissioner Brooks and seconded by Commissioner Henderson. There was a unanimous vote by the Commissioners. Salsich - Aye, Henderson - Aye, Wheatley - Aye, Givens – Aye, and Brooks - Aye. Motion Passes no nays or abstentions.

3. **Public Safety Report**

Chief Ayers stated that he is working with the County on the nuisances from the residence on 37th Place and working with the Motor Vehicle Administration to address issues with out-of-state and outdated tags. The MVA's enforcement unit will drive around town to monitor unregistered vehicles and out of state tags.

Ward 1: Commissioner Salsich – no questions.

Ward 2: Commissioner Henderson – His question about out of state tags was answered.

Ward 3: Commissioner Chair Wheatley asked about the status of resident permits for vehicles to assist with rush hour traffic and how residents would be notified. Town Manager Hoatson replied that he talked to HW Printing and the permits should be ready to release by Wednesday of next week. Mr. Hoatson will use constant contact, Facebook, and all of their other channels to communicate about the permits to residents. Commissioner Wheatley asked how residents who are not online or use social media would be notified. Mr. Hoatson stated that it would be included in forthcoming editions of the newsletter as an ongoing campaign. The permits will come in before the July newsletter, so the information will continue to be published.

Ward 4: Commissioner Givens stated that the time of day/Do Not Enter driving restrictions on Bunker Hill causes inconvenience to residents on that street and in the Towers; he would like to know if the resident permit could grant them access to their property instead of having to circle around the block to get home.

Commissioner Wheatley asked for clarification if Commissioner Givens was asking to allow residents to enter the posted one-way street.

Commissioner Givens stated that the historical reason why that street was designated as Do Not Enter was because of the out-of-town cut-through rush hour traffic. Over the years, it has caused convenience to the residents of that block, who have requested that he bring this issue to the Commission for consideration.

At-Large: Commissioner Brooks - no questions.

4. **Public Works Report (Oral)**

Commissioner Givens stated that Jorge Montel is a skilled laborer and has started to work on multiple projects in town. Mr. Montel submits daily reports of his to the Town Manager. If there are any projects needing attention in town, residents can provide that information to the Town Manager who will add it to Mr. Montel's assignment list. Over the next few weeks, a full assessment of the needs in the town will be prepared and presented to the Commission.

Ward 1: Commissioner Salsich - no questions

Ward 2: Commissioner Henderson – no questions

Ward 3: Commissioner Chair Wheatley asked who will be providing the Public Works report moving forward. Commissioner Givens stated that once Mr. Montel is fully trained, Mr. Givens

will be backing out of day-to-day activities, which the Town Manager will then oversee. Mr. Givens will only participate in special projects. Commissioner Wheatley stated that she has seen Mr. Montel working around town and that he has been doing a great job.

Ward 4: Commissioner Givens - no additional comments.

At-Large: Commissioner Brooks stated that he has seen Mr. Montel knocking out a lot of projects and has been doing an amazing job.

Commissioner Reports

5. Ward 1 – Commissioner Salsich - no comment.
6. Ward 2 – Commissioner Henderson stated that the recycling company has been breaking the top off the bins, and many bins don't even have a top. He would like to talk to the company and ask the Commission to consider how to replace the bins.

Mr. Hoatson stated that he would contact Trisha at Jetta Trucking tomorrow regarding this concern and to ask that they take better care when servicing the bins. Mr. Hoatson added that residents can dial 311 to report any issues with their recycle bin and believes there is a 45 day waiting period right now to get a new bin. Their process is to come and assess the bin to determine if it can be repaired or needs to be replaced.

Commissioner Givens stated that Mr. Montel knows how to fix/replace the lid and can assist with repairing town trash bin lids (not the County-owned recycling bin lids).
7. Ward 3 Commissioner Wheatley - no comment.
8. Ward 4 Givens requested the Commission to approve the purchase of the street sweeper. He would like to place the purchase by July 1 to be prepared.
9. At-Large – Commissioner Brooks - no comment.

Old Business

10. Vision InSite Software for CCPD (Commission Vote)

Chief stated that they are looking to replace Silver Track with a new vendor, Vision InSite, due to a threefold increase in cost to Silver Track after they were bought by a different company. The cost of Vision InSite is comparable to the current cost of Silver Track, at \$236.25/month (calculates to \$2835/year).

The motion to approve Vision InSite software for the Cottage City Police Department for police monitoring and tracking by the Chief and Town Manager at an annual cost of \$2835 was made by Commissioner Givens and seconded by Commissioner Brooks. There was a unanimous vote by the Commissioners. Salsich - Aye, Henderson - Aye, Wheatley - Aye, Givens – Aye, and Brooks - Aye. Motion Passes no nays or abstentions.

11. Migration from Barracuda to Proofpoint (Commission Vote)

Mr. Hoatson stated that the cost of Barracuda Essentials is projected to increase, and the Commission has not found it to be a great product. Peake Technology recommended using Proofpoint Advanced Email Security at a recurring monthly charge of \$107.73.

The motion to approve moving from Barracuda Essentials to Proofpoint Advanced for Cottage City email at a monthly cost of \$107.73 was made by Commissioner Givens and seconded by Commissioner Henderson. There was a unanimous vote by the Commissioners. Salsich - Aye, Henderson - Aye, Wheatley - Aye, Givens – Aye, and Brooks - Aye. Motion Passes no nays or abstentions.

12. Community Garden ARPA Fund Carryover (Commission Discussion)

Mr. Hoatson stated that they have been going through the community garden expenses and were informed that there were coding errors on items between ARPA funds and garden funds. After consultation with the Town Treasurer, it was determined that there was not ARPA funds obligated to the garden in December.

Commissioner Givens stated that the \$25,00 ARPA decision was made well over a year ago in 2020, and December 2024 was when the calculation of what remaining ARPA funds remained to be obligated. Mr. Givens recalled that \$25,000 was set aside for the garden.

Todd Frankenfield, Town Treasurer, stated that "obligation" per the treasury's guidelines means a contract and scope and a signed agreement between two parties. The town didn't have that in hand because the garden didn't come up at year end when they discussed what projects they were going to finish with the remainder of the ARPA funds. The issue is that there is no paper trail to support the decision to continue that project after 12/31/2024. Mr. Frankenfield stated that he is not saying the town can't use general funds to alleviate the discretion between what was leftover in 2023 for fiscal year 2026; he is saying there is no paper trail to state that they properly obligated the funds.

Commissioner Wheatley stated that the town didn't have a contract for the family relief program (the gas cards) but continued those programs. She asked Mr. Frankenfield how it was possible that we could continue those funds, and even borrow from the business relief to continue the family relief, without contracts in place?

Mr. Frankenfield stated that there was an M.O.U. (Memorandum of Understanding) signed which obligated the funds; this was the creation of a paper trail. This step was missed for the garden; if we had known about it, would have included it in the M.O.U.

Commissioner Givens stated that he is a huge advocate of resolutions there was a resolution for the garden. He recalls that he voted against the amount yet believes that if that was the amount that the garden was given, they should receive it. Mr. Best created a resolution form and Mr. Givens proposes that the town maintain a resolution binder so that there is no ambiguity and you can reference the binder for the specific resolution. Mr. Givens recalls specifically that this was completed under the former Town Manager Ms. Richardson, and perhaps it got lost in transition. Mr. Givens advocates for keeping a binder so we don't have this problem again in the future and have a historical record. He states that the garden should be funded for whatever the remaining balance is.

Commissioner Wheatley stated that when the Commission was trying to figure out how to obligate the remaining funds, they reached out to the community to see if there was a service, program, or project that could utilize some of the remaining ARPA funds as long as it fell within the guidelines. This is when the garden came back and requested \$25,000 for various projects in the garden. She stated that she and Commissioners Givens and Brooks were on the Council at that time. She recalls doing a document where they had to state how much each project would receive. If it wasn't a resolution, it was something they wrote down on an excel spreadsheet which they voted on.

Mr. Frankenfield clarified that budgeting money is not enough documentation, as that it is not a contract as per the Treasury guidelines. They would need a paper contract similar to the M.O.U. they completed at the end of calendar year 2024.

Commissioner Brooks asked the balance of how much the garden is supposed to get? Mr. Brooks suggested that they cut some of the Bates spending and use some of the general funds to cover that since we've already done the savings for Bates. He stated that it was a mess up and they should fix it.

Diana Guelespe, resident and garden treasurer, stated that the garden is not a separate entity from the town and is not a 501c3; the garden is a town program. She questions who the contract would be between and who would sign a contract from the garden? Ms. Guelespe stated that her accounting is based off the numbers she obtained from the town in March, which ended in May 2024. Ms. Guelespe has added the expenditures they've made since then. Her total is \$13,552.39 that has been expended under the \$25,000 ARPA funds. For the town budget, she has \$1,395.42 expended out of the garden's \$3,500. She stated that the town's reports reflect the garden as way over budget because they were charging everything to the general account and not the ARPA account.

Resident and garden co-leader Denise Hamler stated that it shows \$5,000 on the report operating as of this month but it should be \$1,395. The difference is money they thought they had to spend so they bought more garden beds to install in the fall. They were told by the commissioners that they had until June 2025 to spend everything. They believe they've spent \$13,552. Beyond a couple of requests from the beekeepers, they have bought everything they need for the garden.

Commissioner Givens stated that ARPA ends in December 2025 and the annual \$3,500 garden budget is what ends on June 30; whatever balance isn't used goes back into the general fund. The new budget begins on July 1. Mr. Givens requested Md. Guelespe and Ms. Hamler provide the information they read tonight to the Town Manager.

Ms. Hamler asked for confirmation of her understanding of next steps: in order to right the wrong, the garden has approximately \$11,000 to spend until December 2026. She would like a memorandum of agreement that when they allocate this through the budget it doesn't go into operating and get messed up. She and Ms. Guelespe are volunteers and have spent a lot of time on this and would appreciate clear direction on what to do and how to do it.

Commissioner Wheatley confirmed that from her calculations, the remaining ARPA funds the garden has is \$11,447.61. Despite ARPA being done, the town will continue to fund that amount out of general funds through the end of December 2026. Ms. Wheatley confirmed that of the garden's \$3,500 budget, they have spent \$1,395.42, which leaves \$2,104.58 to be spent by June 30th for the end of this fiscal year. Ms. Wheatley reminded them that they still have approximately \$11,000. To make sure that money doesn't get touched again, they must identify it in the budget and call it the garden's ARPA spending and give it a number on its own. Ms. Hamler stated that there are some recent fencing issues that came up with varmints, so that is likely where the money will be spent.

Commissioner Wheatley offered that if there is anything the commission can do to help make this go smoother and make sure the accounting number match, to let them know.

The motion to allocate \$11,447.61 out of the FY26 budget toward the community garden to replace the money that was lost out of ARPA funds was made by Commissioner Brooks and seconded by Commissioner Givens. There was a unanimous vote by the Commissioners. Salsich - Aye, Henderson - Aye, Wheatley - Aye, Givens – Aye, and Brooks - Aye. Motion Passes no nays or abstentions.

13. Ordinance 2025-02: FY 2025-2026 Budget Approval (Commission Vote)

Mr. Frankenfield stated that the budget could be voted on as-is and the previous decision on the garden allocation could be added as an amendment.

Mr. Hoatson stated that the budget is on the agenda for voting tonight. The packet contains the ordinance and individual line items, the taxes as were presented and discussed and voted on in a previous meeting. The tax information was reported to the state and the county, as the business commercial tax was increased this year.

Ward 1: Commissioner Salsich – no comment

Ward 2: Commissioner Henderson – no comment

Ward 3: Commissioner Chair Wheatley stated to make sure the garden's money is in the budget.

Ward 4: Commissioner Givens – no comment

At-Large: Commissioner Brooks – no comment

The motion to adopt the budget 2025-02 An Ordinance of the Cottage City Commission to Adopt a Budget and Levy Property Taxes for Tax Year 2025-2026 was made by Commissioner Givens and seconded by Commissioner Brooks. There was a unanimous vote by the Commissioners. Salsich - Aye, Henderson - Aye, Wheatley - Aye, Givens – Aye, and Brooks - Aye. Motion Passes no nays or abstentions.

14. Application for Secondary Employment of CCPD Officers (Commission Vote)

Mr. Hoatson stated that up for discussion and vote tonight is the application for secondary employment for the Cottage City Police Department. Mr. Best is in attendance and provided the recommendations that the police officer may not use their assigned take-home police cruiser for secondary employment duty and that the secondary employer should provide workers compensation if required by law. The change can be added to the language within the documents.

The General Orders would also need to be changed from the current maximum of 32 hours of extra duty down to maximum of 20 hours for weekly secondary employment so that the officers will conduct more patrolling on Cottage City streets.

Ward 1: Commissioner Salsich agrees with Attorney Best's recommendations.

Ward 2: Commissioner Henderson agrees with Attorney Best and with the maximum hour reduction in the General Orders.

Ward 3: Commissioner Chair Wheatley agrees with Attorney Best and has concerns about 20 hours a week, that this is a lot of hours and worries that the officers may be exhausted when they come to work or need to call out.

Mr. Hoatson stated that 20 hours was originally in the General Orders and it gradually kept increasing over time and would like to now revert it back. Mr. Hoatson asked Attorney Best what recommendation he would suggest.

Attorney Best stated that public policy in Maryland is that you must allow secondary employment and the reasonable amount would be 20 hours. He confirmed John's comment that it used to be 20 and slowly moved up to 30-35 hours, so it was 70-80 hours total. He recommends reducing it back down to 60 hours combined between their primary and secondary employment.

Commissioner Wheatley agrees with Attorney Best's recommendation.

Ward 4: Commissioner Givens – no comment.

At-Large: Commissioner Brooks agrees with Commissioner Wheatley's concern that 20 hours is a lot but will go with Attorney Best's recommendation. Mr. Brooks stated that just a month ago a request was made to bring in a secondary security company to patrol our streets because we didn't have one officer, which is something to consider.

Mr. Hoatson asked the commission if gas deduction should be considered for take-home vehicles but limited to only taking the patrol vehicle from home to work and back. Right now there is no gas deduction in place.

Mr. Best replied that if using a take-home vehicle is nixed for use while on secondary employment, the gas deduction would also be nixed, as the original reason for the gas deduction was to reimburse the town for use while the car was being used for secondary employment purposes.

Commissioner Wheatley doesn't think that's what the \$35 was originally for, that it had nothing to do with secondary employment.

Commissioner Givens stated that years ago the gas prices had spiked and at one time the take-home policy was eliminated. It was later reincorporated with a \$25 deduction toward gas. It is an employee benefit but there is excessive mileage and costly repairs on these vehicles, even though the town only covers one square mile. Some vehicles are 10 years old and have 70,000 miles on them. A new police car costs between \$50,000-\$70,000. A recent one month gas bill was \$3,500. As some officers live more than 25 miles away, Mr. Given encourages the commission to consider increasing the gas reimbursement to more than \$25. Mr. Givens suggested giving the officers an option: either a take-home car or an increase in pay, for example. Paying an officer a few thousand dollars more would dramatically increase the life of the patrol cars.

Commissioner Wheatley stated that the fuel reimbursement was for a take-home car that has been in place for many years and has nothing to do with secondary employment.

Ward 1: Commissioner Salsich agrees with having a \$45 stipend due to the wear and tear on the cars. The town should get a little bit back and can re-assess as needed.

Ward 2: Commissioner Henderson agrees with Commissioner Salsich at \$45 per pay period which could go up.

Ward 3: Commissioner Chair Wheatley agrees with Commissioner Salsich and is okay with them taking the car home and believes they should have responsibility and reimburse for gas so that they take better care of the car. She stated she believes it should be more than \$25, more like \$50 or \$75 per pay period in this economy.

Ward 4: Commissioner Givens believes that it should be \$45 or \$50. He stated that there has only been one officer currently paying the fuel reimbursement and that he should be paid back. Mr. Hoatson confirmed that he was paid back. Every employee should be consistently charged the fuel stipend with the exception of the Chief who is on call to the town 24/7.

At-Large: Commissioner Brooks stated \$45 per pay period is fair and the commission could re-assess in the future.

Commissioner Wheatley summarized that a majority of the commission agreed that \$45 per period is reasonable regardless of secondary employment, as reimbursement for the take-home car program.

A resident asked a question without presenting their name. It was unintelligible on the recording but was about a \$10,000 cost. Commissioner Givens replied to the resident that they could discuss it later, that it was a different conversation, and were currently talking about gas.

The motion to approve the Application for Secondary Employment as designed was made by Commissioner Givens and seconded by Commissioner Brooks. There was a unanimous vote by the Commissioners. Salsich - Aye, Henderson - Aye, Wheatley - Aye, Givens - Aye, and Brooks - Aye. Motion Passes no nays or abstentions.

19. Port Towns Joint Resolution 2025-01: Form A Community Development Corporation (CDC) (Commission Vote)

Mr. Hoatson stated that the name of Community Development Corporation was chosen as BCCE Port Towns Community Development Corporation (BCCE = Bladensburg Colmar Manor Cottage City Edmonston). The total amount of the project to get it off the ground working with Common Resilience and Tom Litke is \$60,000, so that fee divided between all four Port Towns is \$15,000 each. Mr. Hoatson is asking the commission to approve the resolution and determine how much Cottage City will put in toward the fee (will they put in the \$15,000 each of the other towns is contributing?).

Ward 1: Commissioner Salsich stated that Cottage City is smaller than Bladensburg and Edmonston and would like to know why there isn't a proportional ask of each town for the fee. Mr. Hoatson does not have background beyond that the fee was divided equally between the four towns.

Ward 2: Commissioner Henderson questions why they were are only looking at this one proposal and not 2 like we do for other proposals? He would like to see competition at work. Mr. Henderson would also like to know what we would get out of it.

Ward 3: Commissioner Chair Wheatley stated that the argument could be made that if we ask Bladensburg to chip in more, they would likely ask for more benefits from this company. The CDC does more than just business development, they do grants and façade improvements. Ms. Wheatley would like to know if they spoke to more than one consultant and would've preferred that they did.

Mr. Best stated that 15 years ago he was asked to incorporate the Forest Heights Oxon Hill CDC and shared that it does not cost \$60,000 to prepare the articles of incorporation, bylaws, and the 501c3 application for an entity like this. He understands that they are seeking seed money in addition to the legal fees and finds it odd that they haven't provided a budget to indicate how the balance of the funds they're collecting from the 4 municipalities will be spent for a 3 to 6 month period.

Mr. Hoatson has the scope of work which he has shared with the commission; he will forward to Mr. Best to review.

Ward 4: Commissioner Givens stated that Cottage City is the same size as the other towns but has a smaller commercial development opportunity footprint. Mr. Givens would like to know what opportunities are available and what could benefit us.

At-Large: Commissioner Brooks is not sure how he feels about \$15,000 and anticipated that it would be much less. He feels the commission doesn't have the capacity to take on much more at this time. Mr. Brooks stated he would like to start an advisory group and bring in community members who want to see businesses grow here and find out what they want to see. The town just raised taxes on businesses but we need to develop a plan to bring in businesses and build a plan and let the advisory group guide the commission on how we move forward with business development in Cottage City.

Commissioner Wheatley asked the commission if they will put the \$15,000 in the budget, and if so, would have to do an amendment for the \$15,000.

Commissioner Salsich recalled that Tom Liske has a track record of working with small towns and bringing in a lot of grants, even 1 million for a town in Carroll County. She feels okay with the \$15,000 if we'd get a similar return on investment. If everyone else has already allocated it, it could be good for us and is inclined to go with the \$15,000. Ms. Salsich would like to know if there is a way to prevent/protect ourselves against corruption, which was a problem in the past.

Commissioner Henderson would prefer more time to do research. He feels if we get a good return back, it would be worth it.

Commissioner Wheatley stated that if we're going to get our return it would be worth the investment. She'd like confirmation that this is a one-time fee. If we come in offering \$5,000 we may not be viewed as a team player; we would have to do the full amount. Ms. Wheatley agrees that we don't want to have corruption happen again. She requested that Mr. Hoatson bring this topic up in the next CDC meeting.

Commissioner Givens explained that our \$125,000 solar panels came at no cost because someone in Bladensburg did the grant and made it available to us as a package deal through the CDC to get the federal funding. Plus we get money back from the solar generation. Mr. Givens agrees that we should create an advisory committee of people who know how to build economic development because the commission, himself included, does not have the institutional knowledge. Mr. Givens stated that we are either in or out and if we're out, they probably won't include Cottage City in the future.

Commissioner Brooks agrees with Commissioner Salsich that hopefully we can get our \$15,000 back in grants but it is something they will have to stay on top of to make sure they get everything they can out of it.

The motion to move forward and join the CDC in the amount of \$15,000 was made by Commissioner Brooks and seconded by Commissioner Givens. There was a unanimous vote by the Commissioners. Salsich - Aye, Henderson - Aye, Wheatley - Aye, Givens - Aye, and Brooks - Aye. Motion Passes no nays or abstentions.

Mr. Hoatson stated that a letter of support needs to be approved and signed for the DHCD application for the Port Town Projects Façade Improvement Program and Branding and Wayfinding Study. It will work with the four Port Towns to launch a regional façade improvement grant program that will help revitalize commercial corridors, support local businesses, and contribute to long-term economic vitality of our communities. It will support a companion application for our branding and wayfinding study to establish a cohesive and recognizable identity for the port towns as a vibrant destination and interconnected region.

Mr. Hoatson provided a copy of the letter for all commissioners in their packet and will await Commissioner Wheatley's DocuSign signature of support in order to return it and they can submit the grant application to DHCD.

The motion to support the Letter of Support for DCHD for Port Towns Projects was made by Commissioner Givens and seconded by Commissioner Brooks. There was a unanimous vote by the Commissioners. Salsich - Aye, Henderson - Aye, Wheatley - Aye, Givens - Aye, and Brooks - Aye. Motion Passes no nays or abstentions.

New Business

17. American Landscaping Tree Trimming (Commission Vote)

Mr. Hoatson stated that there are several trees in town which need to be taken care of: a huge pine that needs pruning on the 43rd Avenue alley, some trees at 3702 37th Avenue, one at 41st and Parkwood, and another at 4001 Parkwood Street. American Landscaping provided an estimate of the work at a cost of \$2,170 with a savings of \$1,090. The resident at 43rd Avenue is very concerned about the pine tree and it is not her tree, it is the town's.

Ward 1: Commissioner Salsich – no comment

Ward 2: Commissioner Henderson – no comment

Ward 3: Commissioner Chair Wheatley no comment

Ward 4: Commissioner Givens – no comment

At-Large: Commissioner Brooks – no comment

The motion for American Landscaping to perform the tree work at the listed addresses in the amount of \$2,170 was made by Commissioner Givens and seconded by Commissioner Henderson. There was a unanimous vote by the Commissioners. Salsich - Aye, Henderson - Aye, Wheatley - Aye, Givens – Aye, and Brooks - Aye. Motion Passes no nays or abstentions.

18. Stormwater Issues at the End of Bunker Hill (Commission Discussion)

Mr. Hoatson stated that he reached out to the County to get an assessment of the stormwater issue at the end of Bunker Hill and learned that the former Town Manager, Carol Richardson, had been working with CPJ on the issue. Mr. Hoatson read the email he received from Sheryl at County in response to his inquiry, which provided background on the work and parties involved to date:

Office of Storm Drain Maintenance (OSDM) Executive Director Joanna Smith advised that Cottage City contracted with CPJ Associates to do an analysis of the pond at the end of Bunker Hill Road. The pond belongs to MNCPPC and does not belong to PG County Public Works. They suggested that if the pond could take additional drainage from the end of Bunker Hill, they could look at doing some design work to drain the water there. Ms. Smith requested that Cottage City put her in contact with CPJ for follow up. Mr. Hoatson sent that information to them today.

The Prince George's Clean Water Partnership (CWP) also has the pond marked down for retrofit. If the additional capacity exists, the County could work with them to incorporate it into their design. Once the County has the CPJ analysis, they can meet with CWP. If CWP does not plan to do any work there, then PG County Public Works will contract an engineer to put together a design for this area. If that is the course of action, that process will be engaged this summer and hopefully be able to do some work within the coming fiscal year. Ms. Smith has not been involved with the issue at the end of Cottage Terrace and will follow up to find out more information on that issue.

Commissioner Brooks stated that for over a year he has had 311 tickets submitted with the county and the area continues to be a mosquito haven mess.

Mr. Hoatson stated that County has all the photos and are fully aware of the extent of the issue. He will continue to press and speak to CPJ to see what they can do.

Commissioner Wheatley asked if CPJ has done the analysis? Mr. Hoatson is not sure and called Robin about it, but she did not return his call to answer this question. Commissioner Wheatley stated that there would be money left over from the 43rd Avenue stormwater work, so they could use those funds to pay CPJ to get the analysis done, as the town has talked to state, county, park and planning, the lieutenant governor, and nothing has been done. She proposes getting permission from Parks and getting the work started with the initial analysis. This will expedite the process by doing the groundwork to assess the situation and then secure a permit. We have a good point of contact with Parks who could get us connected and take care of it.

Updates

19. Town Manager Update

There will be a Juneteenth ceremony at Town Hall on June 19 from 11am-1pm. There will be light refreshments, and Mr. Wellington will be present (he was here for our Black History Month presentation). We encourage and look forward to hosting residents at the event.

Commissioner Wheatley asked for volunteers to help plan Cottage City Day. Last year was big due to the 100th anniversary, so this year will be a regular one with no parade. She highlighted that they'd like to hear from the community and know what residents would like to have at the event.

Commissioner Brooks recognized the one year anniversary of John Hoatson as Town Manager in Cottage City. Mr. Brooks expressed his thanks on behalf of the commission and the residents.

Mr. Hoatson stated that he enjoys coming to work every day and is really excited that we are starting to see change and looks forward to continuing on that trajectory.

Commissioner Wheatley presented Mr. Hoatson with a card signed by the commissioners.

Commissioner Givens requested a vote to release the funds to purchase the street sweeper.

The motion to authorize the Town Manager to purchase after July 1st the street sweeper as budgeted by the Town of Cottage City was made by Commissioner Givens and seconded by Commissioner Henderson. Salsich - Aye, Henderson - Aye, Wheatley - Aye, Givens – Aye, and Brooks - Abstain. Motion Passes with four ayes and one abstention.

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).

Commissioner Wheatley asked if there are any public comments.

Tom Campos, resident on Cottage Terrace, stated that he hasn't been able to join any of the meetings on the recreation community center and is out of the loop on that. He stated that he knew there were questions if there was any support for it and he states that from his street, his people, his community that his daughter made him join being a parent, absolutely. He doesn't know how far that goes with you guys but just something that was it. Thank you.

Commissioner Wheatley recognized a "Ms. Katie" who did not use the mic and was mostly unintelligible on the recording. The following was pulled from directly from the zoom transcript: "Turn it into reparation. Are y'all still planning to do that. because I know you're in the city. It's not young place to make sure that we have a place to go, but they haven't opened up our since Covid. We have nothing and we were really looking forward to it. But when are y'all are you going to do it, or they're not gonna do it to"

A man interjected, also not on mic: "to second on that, I mean just when I take my daughter out and this is a daily thing, we have to go above and beyond looking into other communities, to join Soccer Leagues, to go to the Skate park, to go to the library. We don't have any of that locally. It's not, you know, for me being a parent. It's not a bother for me to drive 5, 10 min down the street, but that's me. That's not the whole."

Commissioner Givens stated that residents have to stand up and talk to the mic.

A male resident from 3120 Cottage Terrace speaks on the microphone but did not introduce himself. The address was gleaned from later in the conversation. He stated that has been waiting for that for 22 years, but it never happened. He raised his son, who is in the US military, as a single parent. He has been waiting for that for 23 years and it never happened and now he told me they approve it, but we trying to see if they want to do it or not. The resident then spoke about tree cutting, that he has two trees he would like cut because he fears that when that tree comes down it will kill somebody. He stated that he doesn't have that much to spend and asked his neighbor to help him. He stated that his tree went down a couple of weeks ago and damaged a car and the car owner had to call the police. The police came to his house, knocked on his door, and asked him for his homeowners policy number. He didn't believe they had to pay anything for it. He talked to the owner of the car.

Commissioner Wheatley stated that we have a tree program where the town helps the residents with the ARPA funds to cut their private trees. She asked if the resident had applied for that program.

The Cottage Terrace resident responded that no one told him and he didn't know about the ARPA private property tree maintenance program.

Commissioner Wheatley stated that it was in the newsletter, and we've advertised it on social media and on constant contact. She doesn't know if there are any funds remaining in that program and suggested that the resident talk to the town manager. Ms. Wheatley stated she is not sure if we're going to do the private property tree maintenance again because it was funded through ARPA.

The Cottage Terrace resident stated the tree is getting old and big and leans to one side. His neighbor has 5 children and they are there most of the time and play outside. He believes that cutting down the tree is better than losing a life. They have already started cutting the tree down by themselves.

Commissioner Brooks stated that the town secured a \$70,000 grant and most of the money is going to be spent on trees in the city. He encouraged the resident to talk to Mr. Hoatson to get this tree on his radar and if we do have any leftover funds from the grant, then we could possibly add that tree to it.

The Cottage Terrace resident then spoke about three light poles that are deteriorating. They are leaning to the side and there isn't protective plastic around, there is just exposed metal. He spoke to Mr. Hoatson about it previously and called Pepco, who informed him that the little box for the middle would have to be replaced and would cost \$7,000. He reiterated to Pepco that he didn't need the meter replaced, just the cable.

A female resident approached the microphone but did not introduce herself. She asked what was going to be done with the house, if it was just going to sit there. She stated that they're going back on what they promised, that when the house was bought it was going to be turned into something for the community.

Commissioner Wheatley stated that she couldn't indicate when anything would be done to the property because there haven't been any grants secured for funding. She stated that before they start doing anything to the property, they need to hear from the residents. There was one strategic planning meeting held to hear what the residents wanted for the design and programs, but that meeting got derailed. They are going to hold another meeting to get feedback from residents. Ms. Wheatley summarized that it sounded like the resident wanted a community center there and asked what the resident would want – programs for seniors, computer classes, yoga classes, what kind of design (traditional, modern, industrial?). Before the town starts spending money, we need to have a plan.

The resident stated that she thought they already had money, lobbying it out for this and for that.

Commissioner Wheatley stated that the firehouse was purchased for a dollar and a \$500,000 bond bill and grant was secured. She added that the house was legally just secured because there was a lot of

red tape to get through to secure the title. Now that the town has the title, they can start going for grants. The town believes that they have cleared everything and own the property now and can go after funding.

The resident asked when they go after the funding, if it would be something for the community or changed into something else. If they do something else, wouldn't that be breaking a promise of why they said they wanted it?

Commissioner Wheatley stated that she doesn't think they're going to change it into anything else but she doesn't know. She stated that personally she didn't vote for the house and would allow her fellow commissioners to opine.

Commissioner Brooks stated that the commission changes every year, most recently with Ms. Salsich joining and prior to that, Mr. Henderson. When a new commission comes on, things can change. This project is not two weeks or even two years away, even if we got all of the grants today this would be years out. We have potential building designs, maybe, but there is nothing finalized. He would really like to see the firehouse finalized since we have the grants and we cannot have multiple projects just sitting in limbo.

Commissioner Wheatley agreed that there are a lot of projects going on right now and at least with the firehouse, we have the money. She confirmed that the house came up before the firehouse, but there was no legal issues with the firehouse due to a lack of red tape and an easy transfer from the Brentwood Volunteer Fire Department. This was not the case with the house and there has been a lot of stuff going on behind the scenes.

Commissioner Givens stated that the commission made a commitment to the people of Cottage City and voted on the property. If the people didn't want it, they wouldn't have voted for it. He stated that this is going back on a promise, even if it's not a promise Commissioner Wheatley made. It was made as a body to the community.

Commissioner Wheatley stated that if we're going to do the project, we need to start working on it and hear from the community what they want, that this shouldn't be a decision made alone by the commission. She wants the community to have a say and wants to hear how they want it to look and the services coming out of the building.

The resident stated that it would mean a lot for the community to have a place to go.

Rose Bemis, resident of Cottage City Towers, introduced herself and stated that she has been a resident since 2017. She stated that this place is gorgeous and better than Brooklyn, where she came from. She asked the commission about what the plans are for the building. As a senior, she would love for the senior to have it to visit, especially those residents in wheelchairs. It would give her something to do and she would love to see something big come of it.

Tom Campos, resident, approached the podium again. He stated that he would love to see a community center for seniors, kids, somewhere safe to go. He said if there were more meetings that need to be set up or an advisory group, that more people have to get involved. It is a crazy time in the world and things are expensive, people are tired and don't want to make time to come to meetings. But people do talk about it and they do want it. He stated that it's about getting the momentum going and seeing what the community wants.

Sadia Gomez, Parkwood Court resident, stated that she skipped class to attend tonight and her schedule is very busy. She stated that she was really concerned about how long it's taken to get the home and it's funny looking like the papers are good. She is confused because it doesn't seem to be a solidified purpose for the zone. She understood that that's where we're buying it, that's what we're planning to do. She was thinking about a yoga center, Zumba. She does not come to every meeting but she does hear from friends on the commission. She was shocked that a rally came in and deviated the purpose of why the building is being purchased. She thinks you have your say but it's way too far down the line and people have waited too long. "It's an invaluable piece of property that this community will probably never get a chance to have right next to the town, I mean just there's so many different ideas, and I don't know if, when people are thinking, I don't have children, but when I think of a community

center, I think all age groups. I don't know if when people are thinking, community center is only going to be for the kids like, I don't think that I think it is a great idea for every age group, because you have the ability to, even if you have computer classes, it's not just for the kids. It could be for the seniors to learn how to do their whatever they want to do. They could go in there and get a pinterest account, but just opening up their mind that it's not just from one age group. It could really benefit everyone. I know that there was thoughts about doing a walking area in the back, and then the land wasn't right. Those are things that we really don't have an outlet for all age groups to come together and enjoy a space. You know I've come to the salsa classes there outside. It's hot you know, or it's cold. We could probably do salsa classes indoors not to say that this space is not okay, but it's also very dated. People do rent it. I rented it. I had a great party here, but it took a lot to get it to look nice. It's not a very attractive place, so, having that opportunity could also bring new ideas to the community. We can have more volunteerism. We can have city year. There's a lot of things that yes, the funding is a long way down. But I just really hope that we get a purpose, and we solidify what is that purpose, so that we have goals that we can go after grants that will serve those goals versus allowing it to be out there in the limb like anyone could just sway it this way or this way. And I think we just need to like, what is it going to take another community meeting to say, this is what we want. It's not up for grabs like, think community Center think your ideas that way. But it's not just like 3 people speaking for the whole community. It really is not. If I would have known that was going to happen. Trust me, I would have been here. I would have skipped my class. It's like I did tonight, because I want to make sure that we know, like every time I drive by there, I'm already seeing that building I'm already seeing. How can I help? There is a lot of emails that come out about meetings in the community, and I will be the guilty one that once I see the logo I assume it's always a meeting versus like ideas, or you need help with the Cottage City day like I'm for it. But once we sign up like, maybe I just need like an email coming from like whoever is leading that little task so that I'm sure that I don't miss coming to those things, or maybe it could be like a text blast if we sign up for the committee to help us on Volunteer Day. Are you still in? And then I don't know if we have those capabilities that we could do like a little text alert for those individuals because it's a lot of emails. And I'm telling you once I see that cottage city logo I'm like, Oh, you know, I don't know if there's a way to do like a logo with like flowers for the garden or a logo, for, like you know, the Cottage City logo with like something else so when I see it, I'm like, oh, this is about the community center. It's important because it kind of gets lost in the shuffle. One positive. And I know I gotta go because I've taken my time. I love your bilingual emails. I love that, you know. Thank you for doing that because I think it does let the community know what's going on. I think that's everything that I wanted to say and my ideas for the center. I'll make sure that when that meeting comes up I would hope that somebody reminds me. I don't want to miss it, because I do have a lot of ideas. I just didn't even know we were at the idea stage right now because I thought we were still trying to attain. But yeah, I definitely would love to be a part of that, and I guess that is all I have. I will bother you about my leaning pole in front of our street that I still have no luck with Pepco."

Commissioner Wheatley stated that at some point they have to say this is what it is and this is what we're doing because what happens is a few come and they're the loudest ones, so they kind of take over the conversation because they're being heard and the ones who want the community center, they didn't actually show up so the other group was able to take over the meeting.

Resident Sadia Gomez approached the mic again and stated "I totally hear what you're saying, because I've been witness to when people take over a meeting, but you still have an agenda, and I feel like once again, the space has not been solidified with a purpose, and that needs to happen, because just because 3 people showed up doesn't mean that if the topic would have been like, Oh, the location may not be a community center, there would have been a bigger crowd here, and that's where I was like, what do you mean like? I didn't even know it was up for grabs, because 3, 5, 6 people came and just deviated the whole thing. So I guess the community wants to know, or how do we solidify that that is what it is. And even though it may take a back burner whenever it picks up having the goal, like, I said, is, what's going to get us those money? Because when you're coming to the State and saying, this is for kids, adults, seniors, that's all different pots that are going to come in. So that's all I say."

Commissioner Wheatley stated that there were no comments in the zoom chat and the commission was going into closed session. She thanked everyone for coming and sharing their thoughts and comments.

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 proposes to go into a closed session to discuss salary information.

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.



Special Town Meeting Agenda

Thursday, June 19, 2025 at 1:00 PM

3820 40th Avenue Cottage City, Maryland 20722

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

<https://us02web.zoom.us/j/86080818538?pwd=I4Tm7RXn3NjRVDP01AGjoGNnDrT1Km.1>

Phone: 301-715-8592 | Meeting ID: 860 8081 8538 | Passcode: 258583

Call to Order at 1:10pm

Attendees

1. Ward 1 – Commissioner Salsich (in person)
2. Ward 2 - Commissioner Henderson (in person)
3. Ward 3 - Commissioner Wheatley (in person)
4. Ward 4 - Commissioner Givens (arrived late)
5. At-Large - Commissioner Brooks (in person)
6. John Hoatson - Town Manager (in person)

Business

1. Motion to Suspend the Rules & Vote in a Special Town Meeting (Commission Vote)

The motion to suspend the rules to vote in a special town meeting was made by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Brooks-Aye. Givens was absent. Motion Passes no nays or abstentions.

2. Bids For 43rd Avenue Stormwater Maintenance Project (Commissioner Vote)

John Hoatson, Town Manager, opened three sealed bids that came in for the 43rd Avenue stormwater maintenance work. The RFP was put on the website and each bid was vetted through the town's engineers to ensure they meet the town's stated criteria. Mr. Hoatson presented the bids as follows:

- SFMS: \$304,100.26
- L&S Dirt Work LLC: \$512,758.12
- DIR Construction Incorporated: \$383,830.00

The project must be completed by September 30. Mr. Hoatson has looked at the costs and the remaining amounts are available: \$18,340.25 remaining for engineering, \$382,474.97 remaining for

improvement (construction) from the CDBG grant. The earmark from CDBG has not been touched and can be drawn from as needed if the project ends up costing more.

Commissioner Wheatley proposed ruling out L&S Dirt Work due to not being able to cover their cost.

Commission Discussion:

Ward 1: Commissioner Salsich asked if the references provided by SFMS have been contacted yet. Mr. Hoatson stated that the bids were only vetted by the engineers at this time; once the commission selects the company they'd like to move forward with it will be contingent upon completion of background and reference checks, and proper licensing in Maryland.

Ward 2: no questions

Ward 3: no specific questions, however Commissioner Wheatley wants to make sure background and reference checks are done and all documents are in order.

Ward 4: no questions

At-Large: no questions

The motion to move forward with SFMS, contingent upon successful completion of background and reference checks, in the amount of \$304,100.26 was made by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens – Aye, and Brooks-Aye. There was a unanimous vote. Motion Passes no nays or abstentions.

Motion To Go into 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”; (7)___“To consult with counsel to obtain legal advice”.

The Commission proposes to go into a closed session to discuss an employee matter within the CCPD.

The motion to go into closed session at 1:23pm was made by Commissioner Brooks and seconded by Commissioner Henderson. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens – Aye, and Brooks-Aye. There was a unanimous vote. Motion Passes no nays or abstentions.

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.

Open Session Following the Closed Session

<<the recording was not restarted after closed session>>

Adjournment

Town of Cottage City

Item # 2.

Balance Sheet As of June 30, 2025

	TOTAL	
	AS OF JUN 30, 2025	AS OF JUN 30, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	303,173.53	648,879.26
1010 Savings - Capital One	5,192.84	5,188.86
1014 US Bank x5954	12,950.00	13,775.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	743,419.36	713,866.15
1060 Truist MM x4603	101,958.70	101,948.51
1061 Truist Operating Checking x1118	443,826.84	160,249.12
1062 Truist Public Fund Checking x6369	133.46	1,313.44
1063 Truist Public Fund Checking x0549 (deleted)	0.00	2,781.86
1065 Capital One CD	98,967.97	98,967.97
1072 Bill.com Money Out Clearing	1,864.00	0.00
1100 Truist - ARPA x0408 (deleted)	0.00	158,011.43
Total Bank Accounts	\$1,711,952.73	\$1,905,447.63
Accounts Receivable	\$83,546.01	\$68,878.57
Other Current Assets	\$66,260.00	\$77,871.13
Total Current Assets	\$1,861,758.74	\$2,052,197.33
TOTAL ASSETS	\$1,861,758.74	\$2,052,197.33
LIABILITIES AND EQUITY	\$1,861,758.74	\$2,052,197.33

Town of Cottage City

Item # 2.

Budget vs. Actuals: FY25

July 2024 - June 2025

	TOTAL	
	ACTUAL	BUDGET
Income		
4000 Operating Revenue	9,129.70	
4005 Real Estate Taxes - Residential	438,717.85	430,069.00
4006 Real Estate Taxes - Commercial	328,110.36	339,519.00
4015 Personal Property Taxes	51,868.75	40,000.00
4025 Income Tax	122,295.70	105,000.00
4030 Highway User Tax	37,741.56	54,311.00
4035 Fines & Forfeitures	25,653.30	4,000.00
4040 Red Light Camera Fines	41,671.19	300,000.00
4041 Speed Camera Fines	378,678.38	245,000.00
4055 Franchise Fees (Cable TV)	13,897.12	18,000.00
4065 Licenses - Town	4,749.09	6,000.00
4075 Permits	100.00	1,000.00
4080 County Disposal Rebate		3,440.00
4085 Police Aid	26,868.00	26,550.00
4095 Interest Income	29,688.21	10,000.00
4100 Public Works - Abatements		2,000.00
4102 Town Hall Rental	850.00	1,800.00
4106 Solar Renewable Energy Credits		6,075.00
4107.1 Donations	2,100.00	3,000.00
4200 Miscellaneous	3,449.85	
Total 4000 Operating Revenue	1,515,569.06	1,595,764.00
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
4112 PD Accountability Program	11,250.39	
4114 First Responder Camp/Community	15,578.07	10,500.00
4120 CDBG Grant - Infrastructure	363,816.25	753,225.00
4130 Cable - PEG - Broadcast Equip.	3,619.50	10,570.00
4135 Community Parks & Playgrounds	200.00	
4140 CB Trust - Urban Tree Grant	2,255.00	
4141 MD DHCH - NED Grant		185,000.00
4144 Fed-Stormwater		670,000.00
4146 Community Engagement and Outreach Initiative	18,105.40	35,000.00
Total 4106.5 Grant Revenue	414,824.61	2,309,295.00
4201 Appropriated from Fund Balance		1,730,000.00
4202 Appropriated from Fund Balance ARPA		254,000.00
Uncategorized Income		
Total Income	\$1,930,393.67	\$5,889,059.00
GROSS PROFIT	\$1,930,393.67	\$5,889,059.00
Expenses		
5000 General Government		

Town of Cottage City

Item # 2.

Budget vs. Actuals: FY25

July 2024 - June 2025

	TOTAL	
	ACTUAL	BUDGET
5005 Salaries	104,290.83	140,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	33,649.22	31,400.00
Total 5005 Salaries	137,940.05	173,900.00
5007 Temp Services	61,393.33	
5015 Payroll Taxes	10,300.91	11,200.00
5020 Life Insurance	1,113.33	4,000.00
5025 Health Insurance	6,384.56	24,000.00
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	10,226.64	1,700.00
5040 Audit Fee	15,369.30	12,000.00
5045 Bus Service	1,100.00	13,000.00
5065 Community Enhancement		
5065.3 End Time Harvest Ministries	2,000.00	2,000.00
5065.4 Cottage City Scholarship		2,500.00
5065.5 Anacostia Watershed Donation		1,000.00
5065.6 Contribution to ATHA		1,000.00
5065.7 Fire Dept. Donation		1,000.00
5065.71 Green Team	362.86	1,200.00
5065.73 Food Pantry		5,000.00
5065.9 Summer Camp		900.00
Total 5065 Community Enhancement	2,362.86	14,600.00
5070 Community Garden	5,469.32	3,500.00
5071 Community Garden - 24 ARPA	1,389.07	
5085 Contractual Services (Accounting Fees)	46,771.61	34,000.00
5086 Cell Phone	232.61	1,000.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses	945.40	1,200.00
5100 Insurance - Gen. & Public Offic	2,596.00	4,000.00
5105 Insurance - Town Hall		1,000.00
5107 IT Support	20,219.03	12,000.00
5115 Legal Fees	36,463.00	66,000.00
5120 Miscellaneous	2,298.05	1,500.00
5125 Membership Dues	2,440.71	2,400.00
5130 Commissioner Municipal Convention & Conf.	11,135.26	14,700.00
5135 Office Expense	29,077.03	26,000.00
5140 Printing & Legal Ads	5,597.24	1,000.00
5150 Special Events	794.51	
5150.1 Arts & Education		2,500.00
5150.10 Port Towns Meeting		300.00
5150.11 Adult Mixer	630.33	500.00
5150.12 English Classes		2,000.00
5150.13 Black History Month	1,452.11	800.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: FY25

July 2024 - June 2025

	TOTAL	
	ACTUAL	BUDGET
5150.14 Hispanic Heritage Month		800.00
5150.15 Woman's History Month		800.00
5150.16 Native American Heritage Event	114.00	600.00
5150.18 Port Towns Legislative Dinner		300.00
5150.19 PGCMA - Town Sponsored Mtg		100.00
5150.2 Easter Egg Hunt	509.59	800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00
5150.22 Juneteenth	117.99	300.00
5150.3 Cottage City Day	17,907.09	12,000.00
5150.4 Halloween	425.95	750.00
5150.5 Breakfast with Santa	1,416.56	1,400.00
5150.55 July 4th Event		300.00
5150.6 Community Block Parties		1,000.00
5150.7 Refreshments	2,842.24	1,000.00
5150.8 Senior Harvest Dinner	735.18	500.00
5150.81 Seniors Camp		500.00
5150.9 Winter Employee Appreciation		2,000.00
Total 5150 Special Events	26,945.55	29,350.00
5160 Town Communications	6,817.98	8,000.00
5165 Town Hall Maintenance & Repairs	13,183.69	12,000.00
5170 Town Hall Utilities	30,709.09	21,500.00
5175 Staff Training	1,738.65	4,000.00
5180 Treasurer's Bond		175.00
5190 Bank Fees	574.93	
5196 Website Hosting	11,949.20	5,200.00
Total 5000 General Government	503,739.40	511,925.00
5200 Public Works		
5205 Salaries	81,492.75	200,000.00
5206 Overtime	287.28	5,000.00
Total 5205 Salaries	81,780.03	205,000.00
5210 Payroll Taxes	6,607.70	16,000.00
5211 Health Insurance	10,288.78	10,500.00
5212 Life Insurance	1,532.00	1,450.00
5213 Retirement Benefits		10,500.00
5215 Workers Comp Ins.	8,501.40	22,000.00
5230 Equipment Maint & Operating Exp	13,116.99	20,000.00
5232 Gasoline	3,456.09	8,000.00
5235 Highway Lighting	16,541.89	24,000.00
5237 MML & Training Expenses	6,970.90	2,000.00
5240 Abatements		2,000.00
5241 Cell Phone	4,878.86	500.00
5260 Roadway/Sidewalk Const. Maint. & Supplies	25,301.28	7,500.00
5271 Maintenance	34,444.12	15,000.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: FY25

July 2024 - June 2025

	TOTAL	
	ACTUAL	BUDGET
5272 Tree Maintenance	4,929.48	10,000.00
5280 Uniforms	42.36	800.00
5285 Vehicle Insurance	4,519.00	3,500.00
5287 Truck Maintenance	9,494.85	5,000.00
5305 Dumping Fees	20.00	2,400.00
5315 Mosquito Control	1,438.41	2,300.00
5320 Waste Collection & Disposal	78,933.89	118,100.00
5322 Code Software		3,500.00
Total 5200 Public Works	312,798.03	490,050.00
5400 Police Department		
5405 Salaries	354,278.87	366,000.00
5406 Overtime	261.77	10,000.00
Total 5405 Salaries	354,540.64	376,000.00
5415 Payroll Taxes	20,157.56	32,495.00
5420 Life Insurance	7,010.13	4,500.00
5425 Health Insurance	37,235.01	41,000.00
5430 Retirement		17,500.00
5435 Workers Comp Ins.	30,760.96	28,000.00
5440 Applicant Screening & Shots		1,000.00
5445 Auto Insurance	25,151.00	20,000.00
5478 Legal		3,000.00
5485 National Night Out	328.25	1,000.00
5490 Office Expense & Operating Cost	20,804.88	12,000.00
5495 Police Liability Insurance	11,500.00	11,500.00
5500 Police Supplies	200.60	2,000.00
5505 Training	3,223.91	6,000.00
5506 Training - Police Chief	2,468.45	6,000.00
5515 Uniforms & Accessories	2,723.11	12,000.00
5520 Vehicle Operation & Maintenance	8,324.23	15,000.00
5525 Gasoline - PD	16,463.53	21,500.00
5534 Police Community Outreach	3,945.90	8,000.00
5537 Lexipol Law Enforcement	2,742.10	4,413.00
5538 Police Explorer Program	1,732.92	5,000.00
5539 SilverTrac	2,835.00	2,160.00
5540 Axion Tasers	3,689.14	10,000.00
5541 In Car Camera Upgrades	2,811.72	2,700.00
5542 Lefta System		2,200.00
5543 Obvio		8,500.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program	6,900.00	152,000.00
5600 Speed Camera		
5600.1 Salaries		107,000.00
5600.2 Benefits		26,400.00

Town of Cottage City

Item # 2.

Budget vs. Actuals: FY25

July 2024 - June 2025

	TOTAL	
	ACTUAL	BUDGET
5600.3 Other Costs		35,200.00
5600.4 Vehicles		12,100.00
5600.5 Speed Camera Vendor Fees		98,000.00
Total 5600 Speed Camera		278,700.00
Total 5400 Police Department	565,549.04	903,468.00
6000 Grant Expenditures		
6002 MD DHCD - NED Grant		185,000.00
6006 DHCD - Community Surveillance Project	11,889.25	
6010 CDBG Grant - Infrastructure	343,662.78	753,225.00
6014 First Responder Camp/Community	2,537.88	10,500.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6018 Community Engagement and Outreach Initiative	16,627.13	35,000.00
6021 Cable - PEG - Broadcast Equip	11,561.82	10,570.00
6044 Fed-Stormwater	925.00	670,000.00
6052 Bond Bill Expenses Firehouse	37,200.00	500,000.00
6054 ARPA Grant Expense	58,768.69	
6054.1 Family Relief Program	23,726.66	30,000.00
6054.15 ARPA Food Bank	15,231.84	15,000.00
6054.7 Grant Writer Salary	53,683.32	65,000.00
6054.8 Grant Writer Fringe	12,800.38	24,250.00
Total 6054 ARPA Grant Expense	164,210.89	134,250.00
Total 6000 Grant Expenditures	588,614.75	2,488,545.00
6500 Capital Outlays		
6501 General Government Capital Outlays		
6505 Capital Equipment		11,000.00
6507 Town Hall Improvements		26,000.00
6511 Maryland Heritage Authority Match (MHAA)		90,000.00
6512 Maryland Historical Trust Match (MHT)		100,000.00
Total 6501 General Government Capital Outlays		227,000.00
6600 Public Works Capital Outlays		
6606 Facility Maintenance	2,661.61	7,500.00
6607 PW New Equipment		11,000.00
6615 Street Maintenance	401.03	12,500.00
Total 6600 Public Works Capital Outlays	3,062.64	31,000.00
6700 Police Capital Outlays		
6701 Capital Outlays - Police Dept	23,055.90	18,200.00
Total 6700 Police Capital Outlays	23,055.90	18,200.00
Total 6500 Capital Outlays	26,118.54	276,200.00
Uncategorized Expense	3,101.90	
Total Expenses	\$1,999,921.66	\$4,670,188.00

Town of Cottage City

Budget vs. Actuals: FY25
July 2024 - June 2025

	TOTAL	
	ACTUAL	BUDGET
NET OPERATING INCOME	\$ -69,527.99	\$1,218,871.00
NET INCOME	\$ -69,527.99	\$1,218,871.00

COTTAGE CITY POLICE DEPARTMENT

Monthly Report



June, 2025

“To Protect and Serve”

CHIEF OF POLICE

COTTAGE CITY POLICE DEPARTMENT

Calls Handled

June

911 Disconnect	14
Accident	6
Animal Complaint	4
Assault	1
Break-In In Progress	1
Break-In Report	1
Check Welfare	3
Check Welfare Combined	2
Disorderly	6
Domestic	1
Hit And Run	4
Loud Music Complaint	3
Misc Police Incident	8
Noise Complaint	4
Overdose Combined	0
Party Complaint	0
Premise Check	3
Property Alarm Commercial	5
Property Damage	2
Residential Alarm	1
Residential Panic Alarm	0
Suspicious Auto	1
Suspicious Occ Auto	2
Suspicious Person	4
Theft From Auto	1
Theft From Auto J O	1
Theft Report	1
Threats Complaint	1
Traffic Complaint	5
Traffic Hazard	1
Transferred To Mount Rainier	1
Trespassing Complaint	0
Unknown Trouble	9
Vandalism	0
Vehicle Accident Combined	1
Total	99

COTTAGE CITY POLICE DEPARTMENT

COMPLAINTS/CRISIS HANDLED

No complaints / No Crisis during June.

PROJECTS

COMPLETED EVENTS / UPCOMING EVENTS PREPARATION

June Events:

- Benefits Meeting (June 5, 2025)
- Brentwood Day (June 7, 2025)

July Events:

- Bladensburg Fireworks (July 2, 2025)
- Municipal Chiefs' Meeting with the new Acting State Attorney (July 7, 2025)
- Police Explorer Fun Day (July 8, 2025)
- Safety Day at Agape Early Childhood Center in Brentwood (July 9, 2025)
- Police Explorer Outing (July 10, 2025)
- PCAPG Awards Ceremony (July 16, 2025)
- Nuisance Abatement Hearing for Load Parties and Noise Complaints at 3715 37th Place (July 17, 2025)
- Chief Anthony Ayers Last Day (July 21, 2025)

TRAINING

- Police Accountability Board Conference (June 22 – 25, 2025)
 - o Sgt. M. Hayes

UPCOMING TRAINING

- o No Training

CCPD EXPLORERS

Meetings and training during the month.

TOWN OF COTTAGE CITY

RESOLUTION 2025-05

Mid-Year Budget Amendments

A RESOLUTION concerning the Cottage City budget amendments for the Fiscal Year ending June 30, 2025.

WHEREAS, The Town of Cottage City adopted the FY2024-2025 Budget by Ordinance 2024-01 on June 12, 2024, which authorizes its subsequent amendment by resolution; and

WHEREAS, notwithstanding the above-referenced budget ordinance, the FY 2025 Budget is also presented and discussed in further detail by enumerating additional sub-categories and detailed line items pertaining to either revenues or expenditures (the “Detailed Budget”), and although not considered incorporated by reference or formally part of the FY 2025 Budget Ordinance, the Detailed Budget is required to reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Commissioners at the Town meeting wherein the FY 2025 Budget was approved; and

WHEREAS, The Town has identified the need to amend the Fiscal Year 2024-2025 Detailed Line Item Budget to account for added expenditures; and

WHEREAS the Town’s charter requires no public money may be expended without having been appropriated by the Commission, and any transfer of funds between major appropriations for different purposes must be approved by the Commission before becoming effective; and

WHEREAS the Town Manager and Commission have discussed and agreed on specific uses of the American Rescue Plan Funding, and this resolution provides the Town Treasurer the authority to revise the Fiscal Year 2024-2025 Detailed Line Item Budget.

BE IT RESOLVED, that this Resolution shall further amend the Fiscal Year 2024-2025 Detailed Line Item Budget to reflect the following changes to the Detailed Budget.

INCREASE REVENUES:

No change, ARPA revenues were received in fiscal years 22 and 23 and the Town has captured those revenues to the Town’s fund balance, Line 4202.

INCREASE / APPROPRIATE GRANT EXPENDITURES

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

Page 1 of 2

6054.13	6054.13 ARPA Resident Tree Program	\$20,000
6054	6054 ARPA Grant Expense	\$59,000

TOTAL GRANT EXPENDITURES	\$79,000
-------------------------------------	-----------------

AND BE IT FURTHER RESOLVED, that Funds are allocated for the Cottage City Community Grant Program Fund Program / Police Accountability, Community and Transparency Program,

AND BE IT FURTHER RESOLVED, that this Resolution shall become effective immediately and may be signed by the Chair on behalf of the Cottage City Commission.

INTRODUCED AND PASSED by the Cottage City Commission at a Special or Regular Meeting on July 9, 2025.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

By: _____
Wanda Wheatley, Commissioner-Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 9th day July, with Aye votes and Nay votes, the aforesaid Resolution 2025-05 passed.

John Hoatson, Town Manager

CAPITALS	:	Indicate matter added to existing budget	Page 2 of 2
[Brackets]	:	Indicate matter deleted from existing budget	
Asterisks * * *	:	Indicate that text is retained from existing law but omitted herein.	



American Landscaping Inc.

Item # 11.

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

Contract #2507011

July 1, 2025

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

Job: 3810 40th Avenue

301 779-2161
301 927-9225

SPECIFICATIONS

1. Prune limbs away from home by 8-10'

Clean up all debris resulting from our work and haul off site for proper disposal.

Price \$873.00 _____

Or

2. Cut down and remove Pine tree.

Cut stump to a low stump level.

Clean up all debris resulting from our work and haul off site for proper disposal.

Price \$1795.00 _____

END OF SPECIFICATIONS

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

Per above separate listed prices. Initial accepted item separately.

Payment to be made as follows: Billed and payable net 30 days.

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

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

Notices and Licenses Information and Agreements: Due to the nature of our work, starting and completion dates are dependent on weather and ground conditions and on material availability. Time is not of the essence. All work will be completed during the time frame as specified. All work is to be completed in a workmanlike manner according to standard practices. Material is guaranteed to be as specified. All agreements are contingent upon material availability and delays beyond our control. **UNDERGROUND ROCKS AND DEBRIS CLAUSE:** If during work operations, excessive or large rocks and/or debris are found that prevent work from progressing smoothly or need to be removed prior to work continuing an extra charge will apply. We are not responsible for damage to underground wiring, piping, or shallow cable wiring that is not marked. We will exercise all care to prevent such damage. If we see that we have damaged any wiring or pipe, we will leave the area exposed and notify customer. Once the repair has been made by other's we will return to fill in the area, if needed. Maryland Home Improvement License #4783. Salesmen: James Martins, William Beatty, and Brian Martins. Each contractor and subcontractor must hold a current Maryland Home Improvement Commission license. Anyone can ask the Commission about a contractor or subcontractor. www.dllr.state.md.us Maryland Home Improvement Commission, 500 North Calvert Street, Baltimore, Maryland 21202. 410-230-6309 and 1-888-218-5925. Formal mediation of disputes between homeowners and contractors is available through the Commission which administers the Guaranty Fund. This Fund may compensate homeowners for certain actual losses caused by acts or omissions of licensed contractors. A homeowner may request a contractor purchase a performance bond for additional protection against losses not covered by the Fund.

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

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

State of Maryland Construction and Traders License #15345219.

Professional Fertilizer Business License #MDA F-O877.

District of Columbia Business License #400324802383, Pesticide License #10283 & #25279.

Contract prices do not include District of Columbia sales tax. This tax will be added, if applicable.

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

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

Authorized Signature: _____ Via E-mail _____ Date: July 1, 2025
Karen Martins, President

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

Signature _____ Date _____

Print name _____

Title _____



1-888-891-7100 | Solutions@sfmsllc.net
www.sfmsllc.net

CONSTRUCTION



FULL ELECTRICAL



CONCRETE



INTERIOR & EXTERIOR MAINTENANCE



ROLL-OFF SERVICES



ASPHALT RESURFACING/ REPAIR



PROPOSAL FOR: STORM WATER MANAGEMEMENT



Our Mission

The mission of Superior Facilities Management Services (SFMS) is to seek excellence in Operations and Technical compliance by providing the finest professional Property Maintenance and Construction Services to Property Management companies and Developers in Maryland, Baltimore and Northern Virginia.

We manage by performance to maximize efficiency; and aim to preserve a stimulating and rewarding working environment for all of our employees through encouragement of good work ethics.

The success of our mission is driven by Leadership, Knowledge & Professionalism. Our credo is to respect the personal dignity of all with whom we deal and to earn and maintain a reputation as an outstanding organization that can provide *“One Solution for all you Property Maintenance & Construction Service’s Needs”*.

**PROPOSAL TO CONTRACTING SERVICE**10319 Westlake Dr. Suite, 177, Bethesda, MD 20817 **Tel-** 301-469-8771 **Fax-** 301-469-8840**Company/ Client:****Location Info:****Date:** 07-08-2025

Co. Name: Town Of Cottage City
Name: Mr. John Hoatson
Address: 3820 40th Ave
City: Cottage City **State:** MD **Zip:**
Phone: 240-544-8725 **Fax:**
E-mail: Townmanager@cottagecitymd.gov

Loc. Name: Cottage City Storm Water Management
Address: 43rd Ave
City: Cottage City **State:** MD **Zip:**

TYPE OF CONTRACTED WORK: *Strom Water Repairs***TOTAL FEE****SEE DETAILS*******Exclusions:**

- **Permits**
- **Bond**
- **General Allowance (LS) not included in the base bid.**

___ Total fee paid upon completion of service, due upon receipt of invoice.___ **PAYMENT SCHEDULE "A"****X** **PAYMENT SCHEDULE "B"****33% of Total Fee as Deposit** **\$ 0.00****33% of Total Fee as Draw** **\$ 0.00****Please Note: "Draw" to be received 7 days net of receipt of invoice.****33% of the total fee as BALANCE** **\$ 0.00****Progressive Payment****CONTRACT CONDITIONS AND TERMS**

PROPOSAL EXPIRATION: This proposal and all fees expressed therein, unless approved by signature on this document or awarding of this bid by the client, will expire and be void 30 days from date of submission.

SERVICE COMENCEMENT: Superior Facilities Management Services will NOT commence with any of the above listed services unless this proposal is signed and issued to SFMS, LLC as the sole binding document or as an "Exhibit" to the client's service contract or agreement. In lieu of signing this document, the contractor agrees to fulfill and abide by all conditions stated in this bid (proposal) upon the issuing of a contract, service agreement and /or Purchase Order # by the client (contractor) to award SFMS, LLC this bid (proposal). PLEASE BE ADVISED, IF WORK IS HELD UP DO TO THE NEGLIGENCE OF ANOTHER SUB-CONTRACTOR, SFMS, LLC EXPECTS 50% OF DRAWER TO BE RENDERED.

CANCELLATION FEE: If the client cancels this proposal after said proposal has been signed and approved by the client, or awarded by client's contract or services agreement or purchase order # and cancellation is based on no influence of SFMS, LLC, 25% of the approved total fee stated herein must be paid to SFMS, LLC.

PAYMENT TERMS: All invoices submitted for services rendered are considered to be paid on a "30 NET" basis or according to the Method stated in this proposal. If payment is not received by the days net to the type of payment stated after the invoice date, a 5% LATE FEE will be charged. If payment is not received by 61 days net a 8% LATE FEE will be charged. If a payment is not received 91 days net an 11% LATE FEE will be charged. If collection proceedings are necessary to collect the invoiced fees for services rendered, client will be responsible for all attorney fees, legal fees and associated fees to collect on the debt owed to SFMS, LLC.

ADDITIONAL COSTS / CHANGE ORDERS: Any added services or work in any way, requested by the client or discovered to be needed through the progress of the onsite work, to the above listed services and / or fees offered in this proposal will be considered an addition to the proposed bid fee stated above and a "CHANGE ORDER" will be issued by SFMS, LLC to reflect the additional fees for the requested services. All work for CHANGE ORDERS submitted may not be commenced or completed if the CHANGE ORDER document submitted by SFMS, LLC is not signed by or before the work is needed to the completed by the client. SFMS, LLC RESERVES THE RIGHT UPON COMPLETION OF WORK IN THE EVENT OF NON-PAYMENT TO LEVY A LIEN. Upon signature of contract our proposal supersedes agreements. Any legal proceeding will take place in Montgomery County Rockville Maryland.

Town Of Cottage City:**SFMS, LLC****Signature** _____**Signature** *David Farazad***Print Name & Title** _____**Print Name & Title** David Farazad- Sr VP**Date** _____**Date** 07/08/2025



BID COST BREAKDOWN FOR: TOWN OF COTTAGE CITY

BID LOCATION: 43RD AVE COTTAGE CITY MD/STORM WATER MANAGEMENT

SERVICE TYPE	DESCRIPTION	FEE
CONSTRUCTION SVC	N/A	\$ 0.00
FULL ELECTRICAL SVC	N/A	\$ 0.00
POWER SWEEPING	N/A	\$ 0.00
PORTER SERVICES	N/A	\$ 0.00
POWER WASHING	N/A	\$ 0.00
PAINTING	N/A	\$ 0.00
LINE STRIPING	N/A	\$ 0.00
UNDERGROUND UTILITY	N/A	\$ 0.00
ASPHALT REPAIR/NEW	N/A	\$ 0.00
CONCRETE REPAIR/NEW	<i>Superior Facilities Management Services (SFMS, LLC) will provide equipment, manpower and materials to install A- Install storm water installation, B- Curb & Gutter, C- Sidewalk Repair, and Asphalt repairs. All the scope work will be followed based on the RFP CC-2025-01 & construction drawing was provided on line. Please see attached Exhibit A and please all pages must gets initialed.</i> - SFMS, LLC will perform services to be completed in a manner which is acceptable to the Owner or its representatives. - SFMS, LLC will perform services regular business day from 07:00AM to 04:00PM Mon-Fri. <u>EXCLUSION</u> - SFMS, LLC will not be responsible for any permit or permit inspection. - SFMS, LLC will not be responsible for any bond. - SFMS, LLC will not be responsible for any General Allowance (LS) which is not included in our base bid or base price.	\$ SEE EXHIBIT A
SNOW REMOVAL SRV	N/A	\$ 0.00
STORM WATER MGMT	N/A	\$ 0.00
	SERVICE TOTAL	\$ SEE EXHIBIT A

EXHIBIT A

Cottage City - 43rd Avenue Maintenance Project PROJECT BID FORM

Item # 13.

Contractor Name: SFMS, LLC

	Description	Unit	Quantity	Unit Bid Price	Total Bid Price
Cottage City 43rd Avenue					
101-01	Clearing and Grubbing	LS	1	\$ 885.00	\$ 885.00
104-01	Maintenance of Traffic	LS	1	\$ 1,102.00	\$ 1,102.00
107-01	Construction Stakeout	LS	1	\$ 8,568.00	\$ 8,568.00
108-01	Mobilization and Demobilization	LS	1	\$ 1,224.00	\$ 1,224.00
109-01	Critical Path Method Project Schedule	LS	1	\$ 1,097.00	\$ 1,097.00
203-01	Earth Fill (Contingency)	LS	1	\$ 490.00	\$ 490.00
206-01	Removal of Existing Curb and Gutter; any type	LF	1000	\$ 4.48	\$ 4,480.00
206-02	Removal of Existing Concrete Sidewalk	CY	10	\$ 122.40	\$ 1,224.00
206-03	Removal of Existing Asphalt Pavement, Full Depth	CY	210	\$ 114.38	\$ 24,019.80
206-04	Removal of Existing Concrete Pavement	CY	7	\$ 122.43	\$ 857.01
306-01	6" Solid PVC Schedule 40 (Outlet pipe)	LF	10	\$ 26.80	\$ 268.00
306-02	4" Perforated PVC Schedule 40 (Stone Chambers)	LF	10	\$ 12.30	\$ 123.00
306-03	4" Solid PVC Schedule 40 (Stone Chambers)	LF	4	\$ 13.00	\$ 52.00
306-04	Miscellaneous Polyvinyl Chloride (P.V.C.) Fittings	LS	1	\$ 578.00	\$ 578.00
306-05	Trench Drain System - Materials & Installation	LF	375	\$ 178.61	\$ 66,978.75
308-01	Overall Sediment Control	LS	1	\$ 2,196.00	\$ 2,196.00
501-01	4" Graded Aggregate Base	SY	800	\$ 7.36	\$ 5,888.00
504-01	Hot Mix Asphalt Superpave 9.5MM for Surface; PG 64-22, 1.5 inch in depth	SY	800	\$ 11.00	\$ 8,800.00
504-02	Hot Mix Asphalt Superpave 19.0 MM for Base; PG 64-22, 3 inch in depth	SY	400	\$ 21.13	\$ 8,452.00
504-03	Hot Mix Asphalt Superpave 9.5 MM for Surface; PG 70-22, 2 inch in depth	SY	1800	\$ 14.71	\$ 26,478.00
508-01	Milling Existing Hot Mix Asphalt Pavement and Disposal, 2 inch in depth	SY	1800	\$ 4.52	\$ 8,136.00
520-01	Reinforced 8" Concrete MSHA Mix No. 9 (Air-Entrained Concrete Paving)	SY	400	\$ 119.79	\$ 47,916.00
549-01	5" Wide Double Yellow Pavement Markings - (Non-Thermoplastic and Non-Toxic)	LF	60	\$ 0.62	\$ 37.20
549-02	Yellow Pavement Markings (For Curb) - (Non-Thermoplastic and Non-Toxic)	LF	90	\$ 1.35	\$ 121.50
549-03	12" Wide Solid White Pavement Marking for Crosswalk Yellow - (Thermoplastic)	LF	80	\$ 5.10	\$ 408.00
549-04	24" Wide White Pavement Marking for Stop Bar - (Thermoplastic)	LF	10	\$ 16.30	\$ 163.00
602-01	Standard Concrete Curb and Gutter, any type	LF	1360	\$ 38.92	\$ 52,936.00
603-01	Commercial Driveway Entrance (per PG DPWT Std. 200.03)	CY	8	\$ 667.13	\$ 5,337.00
603-02	Concrete Driveways Strips in Alleyway (MSHA Mix No. 3)	CY	15	\$ 719.73	\$ 10,796.00
603-03	5 Inch Concrete Sidewalk	SF	350	\$ 9.67	\$ 3,383.00
705-01	Permanent Stabilization By Seed and Mulch	LS	1	\$ 1,745.00	\$ 1,745.00
715-01	Tree Root Pruning	LF	30	\$ 202.53	\$ 6,076.00
1012-01	MSHA Washed No. 57 Stone	CY	2	\$ 77.50	\$ 155.00
3706 43rd Avenue					
306-06-a	Roof Downspout Connection to Trench Drain (excavation, pipe, fittings, backfill, etc.)	LS	1	\$ 343.00	\$ 343.00
3708 43rd Avenue					
306-06-b	Sump Pump Connection to Trench Drain (excavation, pipe, fittings, backfill, etc.)	LS	1	\$ 343.00	\$ 343.00
3710 43rd Avenue					
306-06-c	Roof Downspout Connection to Trench Drain (excavation, pipe, fittings, backfill, etc.)	LS	2	\$ 353.00	\$ 706.00
306-06-d	Sump Pump Connection to Trench Drain (excavation, pipe, fittings, backfill, etc.)	LS	1	\$ 343.00	\$ 343.00
3712 43rd Avenue					
306-06-e	Roof Downspout and Sump Pump Connection to Trench Drain (excavation, pipe, fittings, backfill, etc.)	LS	1	\$ 367.00	\$ 367.00
306-06-f	Roof Downspout Connection to Trench Drain (excavation, pipe, fittings, backfill, etc.)	LS	1	\$ 343.00	\$ 343.00
3714 43rd Avenue					
306-06-g	Roof Downspout Connection to Trench Drain (excavation, pipe, fittings, backfill, etc.)	LS	2	\$ 342.50	\$ 685.00
Cottage City 43rd Avenue Total					\$ 304,100.26



COMPTROLLER
of MARYLAND
Serving the People

Item # 13.

Brooke E. Lierman
Comptroller

Luther Dolcar
Director
General Accounting Division

April 24, 2025

EDWIN PINGCA
8340 BEECHCRAFT AVE
GAITHERSBURG

MD 20879

Dear Sir/Madam:

The following Good Standing Certificate is being issued by the Maryland State Comptroller as requested:

This is to certify that all taxes and charges known to be due to the State of Maryland, as reflected in the records of the Comptroller of the Treasury, General Accounting Division, as of this date, payable through the State Comptroller's Office or the Department of Labor, Licensing and Regulation Division of Contributions by

SFMS LLC
F264253965

have been paid.

We make no representation as to the payment of any tax or charge that may be determined to be due from

SFMS LLC

to the State of Maryland, but which is not reflected in the records of the Comptroller of the Treasury, General Accounting Division, as of this date.

Witness my hand and official seal this 24th day of April 2025.



deputy comptroller
Comptroller of Maryland

COT/GAD-409A