

TOWN OF COTTAGE CITY
PRINCE GEORGE'S COUNTY, MARYLAND

RESOLUTION NO. 2026-26

**A RESOLUTION OF THE COTTAGE CITY COMMISSION RATIFYING THE CHESAPEAKE
BAY TRUST AWARD AGREEMENT (AWARD NO. 27978), APPROVING COMMUNITY
GARDEN RESILIENCY HUB WORK WITHIN THE \$40,000 AWARD, AND AUTHORIZING THE
TOWN MANAGER TO ADMINISTER THE PROJECT**

WHEREAS, the Town of Cottage City, Maryland (“Town”) was awarded \$40,000.00 by the Chesapeake Bay Trust (the “Trust”) under the Prince George’s County Climate Resilience Hubs Award Program, Award No. 27978, to enhance a sustainable community garden and provide climate-resilience educational workshops; and

WHEREAS, the Award Agreement, signed by the Trust on February 25, 2026, by Grants Manager John O’Connor as Project Leader on February 26, 2026, and by Town Manager John Hoatson as Executive Officer on March 3, 2026 (the “Agreement”), provides a period of performance from February 18, 2026, through February 1, 2027; a Phase 1 payment of \$36,000.00 after stated contingencies; and a final payment of \$4,000.00 upon approval of the final report due on or before February 1, 2027; and

WHEREAS, the Agreement requires progress reports on or before June 1, September 1, and December 1, 2026; prior Trust approval of significant changes in scope, location, key personnel, or budget shifts of more than ten percent across major categories; and public acknowledgment of the Trust and Prince George’s County Department of the Environment; and

WHEREAS, Charter Section 18(28) authorizes the Town to accept grants and expend them agreeably to the conditions under which they were made, and the Commissioners wish to ratify the Agreement, approve the garden and workshop work described below, and authorize administration of the award within the \$40,000.00 limit.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE TOWN OF COTTAGE CITY, MARYLAND, THAT:

Section 1. Approval and Ratification of Agreement.

The Agreement, including the February 25, 2026 award letter, is approved and ratified. It shall be attached as **Exhibit A** and is incorporated by reference. All acts of the Town Manager and Grants Manager in applying for, accepting, and signing the Agreement are ratified and confirmed.

Section 2. Approval of Work.

Subject to the Agreement and the \$40,000.00 award limit, the following work is approved. Amounts are estimates only.

Project	Estimated amount
Rainwater cistern / catchment	\$4,000
Fence and gates	\$17,000–\$20,000
Rebuild green shed	\$2,800
Beehive concrete platform	\$3,500
Replace 10–12 raised garden beds	\$4,000

Gathering space — four folding Adirondack chairs	\$500
Solar lighting	\$100
Signage	\$300
Food pantry	To be determined
Climate-resilience workshops (speakers, materials, evaluation)	Within remaining award

Climate-resilience workshops and any item listed as “to be determined” shall be priced from bids or documented costs and shall remain within the unused balance of the award and the approved grant scope. ADA-accessible pathways, planting of raised beds and trees, rainwater catchment, educational signage, and workshop evaluation required by the Agreement are part of the approved work even if not separately priced above.

Section 3. Expenditure Limit and Adjustments.

Total spending under this Resolution shall not exceed \$40,000.00 in Trust funds. The Town Manager may adjust estimated line items as bids and final costs come in, provided the work stays within the approved grant scope and the award limit. A shift of more than ten percent among the Agreement’s major budget categories, the addition of a new major category, a change in project location, or a change in project purpose requires prior Trust approval and, if it is a material change to the project the Commissioners approved, further Commission approval.

Section 4. Authorization to Administer and Commence Work.

John Hoatson, Town Manager, is the Town’s Executive Officer for the award. **John O’Connor, Grants Manager**, is Project Leader for Trust portal submissions. The Town Manager may execute purchase orders, contracts, grant forms, payment requests, and revision requests necessary to implement this Resolution; may commence work once remaining Trust payment contingencies and Town procurement rules are met; and shall cause required progress and final reports to be filed. Any budget action that the Charter requires the Commissioners to adopt shall be presented to them.

Section 5. Records.

This Resolution, the executed Agreement, bids, contracts, invoices, and reports shall be kept in the Town’s official grant file. A certified copy of this Resolution may be given to the Trust.

Section 6. Effective Date.

This Resolution shall take effect immediately upon adoption.

INTRODUCED by the Cottage City Commission at the October Work Session on October 6, 2026.

PASSED by the Cottage City Commission at a Regular Town Meeting held _____.

ADOPTED by the Commissioners of the Town of Cottage City, Maryland, this _____ day of _____, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

Wanda Wheatley, Ward 3, Commissioner-Chair

Julia Salsich, Ward 1, Commissioner-Secretary

Joshua Durant, Ward 2, Commissioner

Tom Campos, Ward 4, Commissioner Vice-Chair

John Brooks, At-Large, Commissioner

CERTIFICATION

I hereby certify, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the _____ day of October, 2026, Resolution No. 2026-26, ratifying Award No. 27978 and approving community garden resiliency hub work within the \$40,000 award, was duly adopted by the Cottage City Commission by a vote of ____ Aye, ____ Nay, and ____ Absent.

John Hoatson, Town Manager