

**TOWN OF COTTAGE CITY  
RESOLUTION 2026-14**

**A RESOLUTION ESTABLISHING A MANDATORY HIRING PROCEDURE FOR AUTHORIZED POSITIONS WITHIN THE TOWN OF COTTAGE CITY, MARYLAND, AMENDING SECTION V OF THE EMPLOYEE HANDBOOK/POLICY AND PROCEDURE MANUAL, AND SUPERSEDING ALL PRIOR RESOLUTIONS INCONSISTENT HEREWITH**

**Introduced by: Town of Cottage City Commission**

WHEREAS, the Commission of the Town of Cottage City, Maryland is the governing body of the Town and, pursuant to the Town Charter, retains final authority over hiring decisions; and

WHEREAS, the Commission authorizes positions to be filled and desires to ensure transparency, consistency, and accountability in the hiring process; and

WHEREAS, the Commission finds it necessary to establish a standardized and mandatory procedure governing recruitment, evaluation, and selection of candidates; and

WHEREAS, it is necessary to reconcile and amend the existing provisions of the Employee Handbook/Policy and Procedure Manual (adopted by Resolution 2021-02) to incorporate this mandatory hiring procedure.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of the Town of Cottage City, Maryland as follows:

Section V. (Employment Practices), Subsection A. (Recruitment) of the Employee Handbook/Policy and Procedure Manual is hereby amended to read as follows (in accordance with the legend in the footer):

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**A. RECRUITMENT**

**1. APPLICANTS.** Individuals shall be recruited from a geographic area as wide as is necessary to obtain a qualified candidate. If a part-time position is upgraded to a full-time position, the part-time employee in that position will be given first consideration.

**2. RECRUITMENT.** ~~[All open positions for employment will be advertised in a newspaper of general circulation, recruitment website or any internet site.]~~

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

- a) AUTHORIZATION TO RECRUIT AND INTERVIEW. THE TOWN MANAGER OR DEPARTMENT HEAD IS HEREBY AUTHORIZED AND DIRECTED TO ADVERTISE, RECEIVE APPLICATIONS, REVIEW RESUMES, AND CONDUCT INITIAL INTERVIEWS FOR ANY POSITION THAT HAS BEEN DULY AUTHORIZED BY THE COMMISSION.
  
- b) MANDATORY CANDIDATE RECOMMENDATION. FOLLOWING THE REVIEW AND INTERVIEW PROCESS, THE TOWN MANAGER OR DEPARTMENT HEAD SHALL RECOMMEND NO FEWER THAN THREE (3) QUALIFIED CANDIDATES TO THE COMMISSION FOR CONSIDERATION. THIS REQUIREMENT SHALL BE MANDATORY AND MAY ONLY BE WAIVED BY AN AFFIRMATIVE VOTE OF A MAJORITY OF THE COMMISSION. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS SUBSECTION, THE CHIEF OF POLICE MAY RECOMMEND ONE OR MORE CANDIDATES AS A SWORN OFFICER FOR CONSIDERATION IN HIRING TO THE COMMISSION.
  
- c) PROHIBITION ON UNILATERAL HIRING. THE TOWN MANAGER OR DEPARTMENT HEAD SHALL NOT EXTEND ANY OFFER OF EMPLOYMENT, WHETHER CONDITIONAL OR OTHERWISE, NOR MAKE ANY HIRING DECISION, UNLESS AND UNTIL A CANDIDATE HAS BEEN SELECTED BY A MAJORITY VOTE OF THE COMMISSION IN ACCORDANCE WITH THIS RESOLUTION.
  
- d) COMMISSION INTERVIEWS AND SELECTION. THE COMMISSION SHALL CONDUCT INTERVIEWS OF THE RECOMMENDED CANDIDATES AND SHALL SELECT A CANDIDATE FOR HIRE. PURSUANT TO THE CHARTER REGARDING ACTIONS TAKEN BY THE COMMISSION, THE SELECTION OF A CANDIDATE SHALL REQUIRE THE AFFIRMATIVE VOTE OF A MAJORITY OF THE FULL COMMISSION, CONSISTING OF AT LEAST THREE (3) OF THE FIVE (5) COMMISSIONERS.
  
- e) IMPLEMENTATION OF HIRING DECISION. UPON SELECTION OF A CANDIDATE BY THE COMMISSION, THE TOWN MANAGER OR DEPARTMENT HEAD SHALL:
  - i. PROMPTLY NOTIFY THE SELECTED CANDIDATE OF THE COMMISSION’S DECISION; AND

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ii. PROCEED WITH AND COMPLETE THE HIRING PROCESS STRICTLY IN ACCORDANCE WITH THE DIRECTION OF THE COMMISSION AND ALL APPLICABLE LAWS, POLICIES, AND PROCEDURES.

f) COMPLIANCE REQUIRED. THIS PROCEDURE SHALL BE FOLLOWED FOR ALL AUTHORIZED POSITIONS UNLESS THE COMMISSION EXPRESSLY DIRECTS OTHERWISE BY FORMAL ACTION. FAILURE TO ADHERE TO THIS RESOLUTION MAY BE CONSIDERED A VIOLATION OF ESTABLISHED POLICY AND SUBJECT TO REVIEW AND APPROPRIATE ACTION BY THE COMMISSION.

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**BE IT FURTHER RESOLVED** that this Resolution supersedes any and all prior resolutions, policies, or practices of the Town of cottage City, Maryland that are inconsistent with the hiring procedures established herein, including the previous version of Section V.A. of the Employee Handbook.

**INTRODUCED AND PASSED** by the Cottage City Commission at a Meeting on June 12, 2024.

**ATTEST:**

**TOWN OF COTTAGE CITY, MARYLAND**

\_\_\_\_\_  
John Hoatson, Town Manager

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Wanda Wheatley, Ward 3, Commissioner-Chair

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Julia Salsich, Ward 1, Commissioner

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Renee Henderson, Ward 2, Commissioner

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Demetrius Givens, Ward 4, Commissioner

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John Brooks, At-Large, Commissioner, Vice Chair

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CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the \_\_\_\_\_ day of May 2026 with \_\_\_\_\_ Aye votes and \_\_\_\_\_ Nay votes, the aforesaid Resolution 2026-14 passed.

\_\_\_\_\_  
John Hoatson, Town Manager

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