



Swearing - In Ceremony & May Regular Town Meeting Agenda

Wednesday, May 13, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/85191861982?pwd=68wlqRVJbaOpsprK003WEK6MmeZMdB.1>

Phone: 301-715-8592 | Meeting ID: 851 9186 1982 | Passcode: 862179

6:30 PM Swearing In of Commissioners - Clerk of Court (In-Person At Town Hall)

Reception

Call to Order and Roll Call (Hybrid: Town Hall & Zoom) 7:19 PM

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Durant- Ward 2
- 3.) Commissioner Chair Wheatley- Ward 3
- 4.) Commissioner Campos- Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager
- 7.) Chief Martini- Chief of Police
- 8.) Elisabeth Taylor- Office Manager
- 9.) Todd Frankenfield- Treasurer
- 10.) Rev. Brenson
- 11.) Ann Young- Resident

Pledge of Allegiance

Review of the Agenda

There were no changes or edits to the agenda.

Public Comments

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

There were no public comments.

Selection of Commissioner Chair, Vice Chair & Secretary

(Commission Discussion and Vote)

Commissioner Chair

Commissioner Salsich stated that she nominates Commissioner Wheatley for the role of Chair. Commissioner Brooks seconded the nomination.

Motion

Commissioner Salsich made the motion, seconded by Commissioner Brooks. Salsich - Aye, Durant - Aye, Wheatley - Aye, Campos - Aye, Brooks - Aye.

There were no nays or abstentions. The motion passed unanimously.

Vice Chair

Commissioner Campos nominated himself, and Commissioner Brooks seconded the nomination.

Motion

Commissioner Salsich made the motion, seconded by Commissioner Brooks. Salsich - Aye, Durant - Aye, Wheatley - Aye, Campos - Aye, Brooks - Aye.

There were no nays or abstentions. The motion passed unanimously.

Secretary

Commissioner Salsich nominated herself, and Commissioner Brooks seconded the nomination.

Motion

Commissioner Salsich made the motion, seconded by Commissioner Brooks. Salsich - Aye, Durant - Aye, Wheatley - Aye, Campos - Aye, Brooks - Aye.

There were no nays or abstentions. The motion passed unanimously.

Consent Agenda

1. Approval of Minutes March & April

Commissioner Brooks made a motion to approve the March and April minutes. Commissioner Campos seconded the motion.

Motion

Commissioner Brooks made the motion, seconded by Commissioner Campos. Salsich - Aye, Durant - Aye, Wheatley - Aye, Campos - Aye, Brooks - Aye.

There were no nays or abstentions. The motion passed unanimously.

2. Approval of Financials - March & April

Commissioner Brooks made a motion to approve the March and April financials. Commissioner Salsich seconded the motion.

Motion

Commissioner Brooks made the motion, seconded by Commissioner Salsich. Salsich – Aye, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Aye.

There were no nays or abstentions. The motion passed unanimously.

3. Public Safety Report - April (Chief Martini)

Chief Martini gave a brief synopsis of events that took place in the Town during the previous month. He also discussed events in the Town, training completed by the Police Department, and upcoming training opportunities. Additionally, he provided recruitment information for surrounding municipalities so the Commissioners could review what is currently being offered.

Commissioner Salsich thanked Chief Martini for all the work he has been doing.

Commissioner Chair Wheatley requested that Chief Martini notify the Commissioners when there is a death in the community.

Commissioner Campos thanked Chief Martini for all he has been doing and stated that he is excited to work with him.

Commissioner Brooks inquired about the security company and how operations were going.

Chief Martini stated that he receives a daily log from the company and that everything is going well. He also stated that both he and Officer Thompson review the logs daily.

Commissioner Chair Wheatley inquired about code compliance.

Chief Martini stated that he is preparing to post a job announcement for the position. In the meantime, he, Officer Thompson, and the Town have been maintaining compliance efforts.

Commissioner Chair Wheatley then inquired about the code compliance vehicle and whether it is still operable.

Chief Martini stated that he would look into it.

4. Public Works Report - March & April (Elisabeth Taylor)

The Office Manager provided the Commissioners with an update on Public Works and explained how Jorge has been cleaning up the Town, organizing the Public Works Building, and building shelves in the storage shed while working independently and attempting to manage all responsibilities without assistance. She also provided images of his work and informed the Commission that he had begun removing the ceiling in the old firehouse. Once the new part-time Public Works employee starts, they will complete the project.

Commissioner Salsich inquired about when the new Public Works employee will begin.

The Town Manager stated that he has the offer letter and wanted to bring something to the Commissioners' attention. He also stated that he would need a consensus from the body to move forward.

Commissioner Brooks stated that he believes it would be beneficial for the new Commissioners to visit the old firehouse.

The Town Manager stated that the Commissioners could visit the firehouse since work is currently being completed there.

Commissioner Reports

5. Ward 1

No Report.

6. Ward 2

No Report. Commissioner Durant thanked the residents for coming out and voting in the election. He also stated that residents may contact him with any questions because he is here for the residents.

7. Ward 3

Commissioner Chair Wheatley stated that she spoke with Mr. Montgomery regarding a mentoring program for athletics that could potentially be started in the Town. She stated that she could arrange for representatives to come to the Town and provide a presentation.

8. Ward 4

No Report. Commissioner Campos stated that he agrees with the program. He also thanked everyone for coming out.

9. At-Large Report

Commissioner Brooks stated that he agrees with the program and would like to see something long-term established. He also stated that the Town is working with Colmar Manor on a camping event, with one camping night in Cottage City and one in Colmar Manor on June 20th.

Commissioner Brooks also noted that there is trash located at the end of Cottage Terrace.

The Town Manager stated that the Town has been working with Bates Trucking to have the area cleaned up.

Old Business

10. Resolution 2026-12: Budget Amendments FY 2026 (Commission Vote)

The Town Manager read the budget amendment for the Commissioners to discuss.

Commissioner Durant inquired why the fines were lower than the fees and questioned whether the fines should exceed the fees.

Todd Frankenfield stated that the fines represent the amount of collections retained by the Town, while the vendor keeps approximately 30 to 35 percent.

Motion

Commissioner Brooks made the motion, seconded by Commissioner Salsich. Salsich – Aye, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Aye.

There were no nays or abstentions. The motion passed unanimously.

11. Resolution 2026-13: Bulletproof Vests (Commission Vote)

The Town Manager read the resolution and explained that it is part of a grant for the Police Department to receive body armor. He also stated that the Commissioners had previously discussed the matter and only needed to vote on the resolution.

Commissioner Brooks made a motion to approve Resolution 2026-13 for Bulletproof Vest funding in the amount of \$3,500.00 to match the grant contribution of \$3,500.00, for a total of \$7,000.00. Commissioner Campos seconded the motion.

Motion

Commissioner Brooks made the motion, seconded by Commissioner Campos.

Salsich – Aye, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Aye.

There were no nays or abstentions. The motion passed unanimously.

12. New Life Hope Ministries 30-Day Contract (Commission Vote)

The Town Manager stated that he invited Rev. Brenson to speak with the Commissioners and that the Town Attorney, Kevin, updated the month-to-month contract, which will begin on July 1st. The \$200.00 deposit is due on May 30, 2026.

Rev. Brenson spoke to the Commission and requested use of the facility for Sunday services.

Commissioner Durant made a motion to approve the month-to-month contract with New Life Hope Ministries in the amount of \$600.00 per month. Commissioner Campos seconded the motion.

Motion

Commissioner Durant made the motion, seconded by Commissioner Campos.

Salsich – Abstained, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Abstained.

There were two abstentions. The motion passed.

New Business

13. Gem Car Battery Replacement Quote (Commission Discussion & Vote)

The Town Manager stated that the Gem vehicles require new batteries and provided estimates in the amounts of \$4,643.32 and \$5,017.32, for a total of \$9,660.64.

Commissioner Durant asked whether multiple quotes had been obtained.

The Town Manager stated that he was unable to obtain three quotes because this is the only company in the area that services these vehicles.

Commissioner Durant asked whether there is a warranty.

The Town Manager stated that he would verify whether a warranty is included.

Commissioner Campos inquired whether the batteries are original or aftermarket batteries and whether they include a warranty.

Commissioner Brooks stated that he does not have an issue with the purchase and asked whether the Town had previously considered getting rid of one of the Gem vehicles.

The Town Manager stated that the Gem vehicles are utilized for many Town events, including Cottage City Day and other community activities.

Commissioner Brooks made a motion to move forward with Eastern Lift Truck Company, Inc. in the amount of \$9,660.64. Commissioner Salsich seconded the motion.

Motion

Commissioner Brooks made the motion, seconded by Commissioner Salsich.

Salsich – Aye, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Aye.

There were no nays or abstentions. The motion passed unanimously.

14. Budget Discussion & Hearing: Public Comment Regarding the Proposed FY 2027 Budget and Property Taxes for the FY 2026–2027 Fiscal Year

The Town Manager informed the Commission that the budget has been updated per their request. Since the newly elected Commissioners have not yet had an opportunity to review the budget, he recommended scheduling a special meeting.

15. Resolution 2026-15: Town Tax Rates (Commission Vote)

The Town Manager informed the Commission that they must vote on the tax rates and read the resolution into the record.

Resident Ann Young inquired about increasing funding for the resident food pantry, hiring a new Public Works employee, and the status of hiring additional police officers.

Chief Martini stated that a job announcement has been posted and that he has been reviewing resumes, conducting interviews, and working through the initial stages of the hiring process.

Todd Frankenfield stated that the Commissioners would be approving two types of tax rates: real estate taxes and personal property taxes.

Commissioner Brooks made a motion to approve Resolution 2026-15: Town Tax Rates. Commissioner Durant seconded the motion.

Motion

Commissioner Brooks made the motion, seconded by Commissioner Durant.

Salsich – Aye, Durant – Aye, Wheatley – Aye, Campos – Aye, Brooks – Aye.

There were no nays or abstentions. The motion passed unanimously.

The Town Manager stated that the Commissioners will call a special meeting to discuss the final budget and prepare the budget ordinance for approval.

Updates

16. Town Manager Update

Commissioner Chair Wheatley discussed implementing an AI policy for the Town. She informed the other Commissioners that she would send the policy to them for further discussion during the June meeting.

The Town Manager asked the Commission whether the new part-time employee should receive 4 hours of sick leave, noting that previous part-time employees received this benefit even though the handbook does not currently provide for it. He also stated that he could draft a resolution and have the handbook modified accordingly.

Commissioner Salsich stated that the Town should offer the 4 hours of leave and implement a resolution.

Commissioner Durant stated that he supports the proposal.

Commissioner Chair Wheatley stated that she supports the proposal.

Commissioner Campos stated that he supports the proposal and believes it would promote sustainability and employee retention.

Commissioner Brooks stated that he supports the proposal.

Adjournment – 8:48 PM

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 sessions the Chair will announce the reasons, and a report will be issued at a future meeting disclosing the reasons for such closed session.

Motion

Commissioner Brooks made the motion, seconded by Commissioner Campos.

Salsich - Aye, Durant - Aye, Wheatley - Aye, Campos - Aye, Brooks - Aye.

There were no nays or abstentions. The motion passed unanimously.