



Special Town Meeting Minutes

Friday, August 28, 2026 at 6:00 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

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

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

Call to Order and Roll Call 6:00 PM

Attendees

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

Business

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

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

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

Motion Passes. Four Ayes and one absentee

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

The Town Manager read the resolution into the record.

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

The Town Manager provided the information to the Commission.

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

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

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

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

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

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

Motion Passes. Four Ayes and one absentee

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Motion

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

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

Motion Passes. Four Ayes and one absentee

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

Adjournment 6:34 PM

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

Commissioner Brooks seconded the motion.

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

Motion Passes.

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