



June Regular Town Meeting Agenda

Wednesday, June 10, 2026 at 7:00 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/88902375079?pwd=SEcZhqra7qvB3A6lbuhaHkubPHSArk.1>

Phone: 301-715-8592 | Meeting ID: 889 0237 5079 | Passcode:544736

Call to Order and Roll Call 7:09 PM

Attendees

- 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.) Todd Frankenfield-Accountant ALTA CPA
- 9.) Kevin Best- Town Attorney
- 10.) Denise Hamler-Resident
- 11.) Amy Sawyer-Resident
- 12.) Conor Grew- Resident

Review of Agenda

Public Comments

Anyone seeking to speak under Public Comments must sign in prior to the start 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).

Resident Denise Hamler mentioned that the property at 3703 42nd Avenue, which is slated for the youth transitional home, is currently undergoing renovations.

The Town Manager stated that he was alerted about the renovations and reached out to Lindsey Sawyer with the County's Central Services Department. Ms. Sawyer was out of the office and would be returning the following day. The Town Manager also stated that he sent emails to Council Member Shayla Adams-Stafford and will update the Commissioners once additional information is received.

Commissioner Chair Wheatley stated that the Town should bring the County Executive into the conversation.

The Town Manager stated that he will contact them.

Consent Agenda

1. Approval of Minutes (May)

Commissioner Chair Wheatley stated that on the second page, under Business, the discussion of the Eastgate "Port Sector Plan" should be changed to "Port Town Sector Plan."

Commissioner Chair Wheatley also stated that End Time Harvest Ministries was supposed to be removed, as she does not remember that being stated.

Commissioner Brooks stated that the amount should be \$2,000.00 rather than \$2,500.00, because the additional \$500.00 was a one-time increase for the previous year.

Commissioner Chair Wheatley stated that under the Commissioner Reports, the wording should be updated to "Mentoring Through Athletics."

Motion

Commissioner Brooks made a motion to approve the May minutes with the edits proposed by the Commissioner Chair Wheatley.

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

2. Approval of Financials (May)

Commissioner Brooks made a motion to move forward with the May financials. Commissioner Durant seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

3. Public Safety Report (Chief Martini)

Chief Martini provided an overview of the Public Safety Report.

Commissioner Chair Wheatley inquired about what the Police Department was doing regarding vehicles parking on and blocking sidewalks.

Chief Martini stated that officers continue to notify residents when they are in violation by providing flyers and ongoing education regarding what is and is not permitted.

4. Public Works Report

The Town Manager provided an update on the Public Works Department.

Resident Conor Grew inquired whether the Town needed someone to refurbish the old Firehouse sign.

The Town Manager informed him that the Town does, and if he has someone in mind, that would be very helpful.

Commissioner Chair Wheatley inquired whether Public Works would be painting all curb markings and creating curb lines at stop signs that currently do not have them.

The Town Manager stated that an assessment has already been completed, and Public Works will be painting all stop sign curbs and creating new curb lines where they do not currently exist.

Commissioner Chair Wheatley inquired about the plants that CPJ planted in the rear alley and asked how they were doing.

The Town Manager informed her that the plants look nice and that the alley is continuing to retain its beauty.

Commissioner Campos inquired whether CPJ would need a dumpster for the Firehouse project and asked what the next step for the Firehouse project would be.

The Town Manager stated that he spoke with CPJ, and they informed him that the contractor would be obtaining a dumpster and removing whatever materials need to be removed. He also stated that, in the meantime, the architect is able to maneuver around the existing conditions as needed.

Commissioner Reports

5. Ward 1

No report.

6. Ward 2

Commissioner Durant reported that he and Commissioner Chair Wheatley attended the Port Towns Quarterly Meeting, where they discussed the upcoming Bladensburg fireworks, the Sector Plan, and an event the Town is planning along the trail.

7. Ward 3

No report.

8. **Ward 4**

No report.

9. **At-Large Report**

Commissioner Brooks stated that there will be a **Cottage City Camping** event for adults and children. He also stated that he would be checking the streetlights to ensure they are functioning properly and, if they are not, would submit the pole numbers to the Town Manager. He also inquired about the status of the drain ticket submission.

The Town Manager informed him that the drain ticket was submitted in the fall and that he would follow up to have it resubmitted if necessary.

Old Business

10. **Ordinance 2026-02: Adopt A Budget & Levy Property Taxes FY 2027 (Final Reading & Commission Vote)**

The Town Manager read Ordinance 2026-02: Adopt A Budget & Levy Property Taxes FY 2027 into the record.

Commissioner Chair Wheatley stated that she had a few questions in reference to the budget, specifically Line Item 5150 – Special Arts & Education. She asked whether the Holiday Give Aways were moved to Staff Appreciation and whether the Town would still be giving out giveaways.

The Town Manager stated that the Holiday Give Aways are for the staff, including Holiday Gift Cards and a Holiday Lunch. He also added that the Give Aways could come out of that line item as well.

Commissioner Chair Wheatley also inquired about the amount in the line item for the Seniors Camp.

The Town Manager informed her that Ms. Blue requested that amount and that it could be updated from Senior Camp to Senior Club.

Commissioner Chair Wheatley then inquired about the training budget for Public Works being zeroed out and asked whether they would still be attending MML.

The Town Manager stated that it could be updated or addressed through a budget amendment.

Commissioner Chair Wheatley inquired about the waste collection costs and asked whether Bates had increased its pricing.

The Town Manager stated that he would check with the Bates team.

Commissioner Chair Wheatley inquired about the Chief's training increasing to \$6,000.00, as well as another training line item for \$8,000.00, and asked whether that amount was for the officers.

The Town Manager informed her that the Chief would have training and conferences, and that the other officers would also receive training.

Commissioner Chair Wheatley inquired about the contractual services amounts of \$40,000.00 and \$72,000.00, and asked what was being paid to the accountant versus the grant manager.

The Town Manager informed her that \$40,000.00 is for the accountant and \$72,000.00 is for the grant manager, who was previously being paid through ARPA but is no longer being funded through that source.

Commissioner Brooks stated that Line Item 5065 – End Time Harvest Ministries should be \$2,000.00 instead of \$2,500.00.

The Commissioners all agreed to set Line Item 5065 – End Time Harvest Ministries back to \$2,000.00.

Resident Conor Grew raised questions regarding Veterans on the Rise entering the community and the impact they would have on the community, and asked whether policies and procedures would be put in place to keep residents safe.

The Town Manager requested time to conduct his due diligence and obtain answers to the questions that had been presented. He also requested that Mr. Grew put his questions in writing and email them to him.

Motion

**Commissioner Brooks made a motion to approve Ordinance 2026-02 Adopt A Budget & Levy Property Taxes FY 2027.
Commissioner Campos seconded the motion.**

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes. No nays or abstentions.

11. Pollinator Garden Agreement (Commission Vote)

The Town Manager introduced the Pollinator Garden Agreement for Commission discussion.

Commissioner Brooks inquired about the section stating that Ms. Sawyer would receive reimbursements for incidental expenses.

Town Attorney Kevin Best stated that it is typical, when someone is doing pro-bono work, for there to be consideration as an element of a contract. This allows flexibility in the event she needs to purchase something necessary to perform the work, which would otherwise require the Town Manager to make the purchase.

Motion

Commissioner Salsich made a motion to accept the Pollinator Partnership Capstone Agreement between the Town of Cottage City and Amy Sawyer.

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant recused himself, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes.

New Business

12. Resolution 2026-17: Adopting The Revised Town of Cottage City Employee Handbook To Include Sick Leave For Part Time Employees & Revised Accrual Rates For Salaried Employees (Commission Vote)

The Town Manager stated that the employee handbook had been updated and read the resolution into the record.

Commissioner Chair Wheatley inquired whether Resolution 2026-14 had been added to the Employee Handbook.

The Town Manager stated that he could add it.

Commissioner Chair Wheatley then inquired about changing the probationary period from 6 months to 1 year.

The Town Manager stated that he would look into it and make the appropriate updates.

Motion

Commissioner Brooks made a motion to move forward with the Town of Cottage City Resolution 2026-17 Adopting the Revised Town of Cottage City Employee Handbook to Include Sick Leave for Part Time Employees & Revised Accrual Rates for Salaried Employees with the edits from Commissioner Chair Wheatley that the probation is moved from six months to one year and the Commissioners will participate in the interview process.

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes.

13. PALS: Wayfinding Branding & Signage Strategy Presentation (Commission Discussion)

The Town Manager presented information regarding Wayfinding and suggested that residents and Commissioners visit Town Hall to view the information displayed on the presentation boards.

Resident Amy Sawyer inquired about the process for having the information presented in Spanish.

The Town Manager stated that he would work with the PALS program to determine whether the materials could be translated into Spanish.

Updates

14. Town Manager Update

The Town Manager stated that the Town will be hosting the Juneteenth event and the Camping Event with Colmar Manor. The Town will also be hosting an Invasive Workshop on June 23, 2026, at 7:00 PM. Cottage City Day will take place on August 15, 2026, from 12:00 PM to 4:00 PM, and everyone is encouraged to come out and celebrate their heritage. Register for the event by June 30, 2026, to receive priority.

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”.

The Commission proposes to enter into a closed session to conduct an interview for a candidate for the Cottage City Police Department.

Commissioner Chair Wheatley inquired about the time for the Juneteenth event.

The Town Manager informed her that the event is at 6:30 PM.

Motion

Commissioner Campos made a motion to go into close session at 8:39 PM.

Commissioner Brooks seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large-Brooks Aye.

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.