



TOWN OF COTTAGE CITY  
TOWN HALL MEETING MINUTES  
TUESDAY, APRIL 6, 2021  
6:30 PM

IN ATTENDANCE

Commissioners: Amarche (Late), Wheatley, Young, Urey, Givens (Late)  
Consuella Barbour, Town Manager  
Anthony Ayers, Chief of Police  
Greg Pinkney, Public Works Director  
Mike Lightfield, Town Treasurer

The Commission discussed the Revenue Budget. Revenues are down by 9.5%. Red light camera fees are a significant portion of that because of the pandemic, and there being less people on the road.

Delinquent Business Update – Ms. Barbour stated that the town only has a few businesses that have not paid their business licenses. The Town Manager will send out a notice stating that these businesses will have to close down if they do not pay for their business license.

American Rescue Plan - This is a COVID relief fund by the United States Congress to various entities. The Town is supposed to receive funds. Ms. Barbour is waiting to get additional information to see what the funds could be used for. The projected amount we are supposed to receive is: \$1,133,341.00.

Community Garden - There was a conversation about the use of the allocated special project funds (budgeted for \$2,500). The Garden wants to ensure that they can use the money from the special project funds but were confused as to what they are allowed to use it for. The Commissioners expressed that if the use of the money is needed for something specific, the Commission would like to be informed. Gardener Diana Guelespe assured the Commission that the gardeners do not use funds for whatever they wish; they have a defined budget. Moving forward the garden and the town staff will be making more of an effort to have better communication.

Cottage City Park Upgrades – The Chief has presented to the Parks and Planning Commission a proposal for a community/arts center on Parks property inside the Town of Cottage City. He wants to see if anything is possible to put in that area by Parks and Planning. If there is interest in the Cottage City area, then Parks and Planning would come up with designs and plans and present it to the Commission, and the Commission would then put it out for our community for input.

Tot Lot - Mr. Pinkney shared with the Commissioners different designs for the tot lot. This is in the works, and we are getting information together. Resident Lucy Proctor would like to make sure that the tot lot stays a tot lot for a younger age group.

Flexible Work Policy – Ms. Barbour stated that the Commission is in the process of updating the employee handbook. The Town does not have a formal flextime policy in the handbook but the Town does have a number of employees with flexible hours. Since there was not a clear policy in place, Ms. Barbour is bringing a policy to the commission to explore. Flextime is a benefit that the town can offer to their employees. The commission will look over the presented policy.

Jook and Town Cloud Agenda Software- Jook is a text messaging software. It is on our website right now, and it allows residents to sign up for text message alerts from the Town for any notices from the Town. Town Cloud is a software that the administrative office can use for the agenda and documents for Town meetings. It cuts down the amount of time for staff to put together the agendas.

PEPCO EV Charger Program – The Town has two electric vehicle chargers in the parking lot. There is an empty lot on 38th Avenue between two houses that the Town Manager is looking into, for a possible location site for more EV Chargers. Commissioner Givens wouldn't support that location for the use of electric vehicle chargers. He stated the Town should be advertising our charges that we already have. The Commission discussed the needs of the town for electric chargers and possible locations of where we could put any in the future. The Commission would like more signage to help people be aware they are there. The Commission would like a copy of the deed for the land on 38th Avenue. The Town Manager will email them all a copy of the deed.

Use of Town Vehicle - The town vehicle is assigned for the use of the Town Manager. Commissioner Urey would like to use the vehicle to go to MML. Commissioner Urey was under the impression that previously, it was allowed to be used for Town use. The Commission clarified that maybe they should come up with a policy for the Town vehicle.

City of Greenbelt Request – The City of Greenbelt sent a letter to the Commission regarding the draft environmental impact statement for a train project. The letter is asking if the Commission will partner with them financially with the review of the draft. The Commission has had a discussion before about if they wanted to partner with them on this endeavor.

Commissioner Givens suggested naming the Administrative Office after long-time clerk Alice Shannon.

April 27, 2021 at 6:00pm is the next Port Towns Meeting.

Motion to adjourn at 9:14pm.

Motion by: Young; Seconded by: Amarche

Amarche: Aye, Wheatley: Aye, Young: Aye, Urey: Aye, Givens: Aye

MOTION PASSED.