

**COUNCIL OF THE TOWN OF BLADENSBURG
WORK SESSION AGENDA - DRAFT**

January 10, 2022 @ 5:30PM

**Public Access Virtual via live stream on the Town's Facebook and YouTube pages
Or Zoom (access info below).**

Given the resurgence of COVID cases, this meeting will be entirely virtual (Zoom)

- | | |
|---------------------------------|--------|
| I. CALL TO ORDER | 1 min. |
| II. APPROVAL OF AGENDA | 1 min. |
| III. APPROVAL OF MINUTES | 1 min. |

December 13, 2021 Work Session

IV. APPEARANCES

- a. Bostwick House presentations:
 - i. Consultants: National Design Center
 - ii. Partners: Aman Memorial Trust

V. OLD BUSINESS

- a. Port Towns Quarterly Meeting Agenda Items
- b. State of Maryland Bond Bill Recommendation: Town Hall Replacement
- c. ARPA Visioning Session Follow Up
- d. Black History Month Planning and Preparations

VI. NEW BUSINESS

- a. Position Classification Plan Update
- b. 2022 National Day of Service: Watershed Cleanup
- c. 2022 If I Were Mayor Contest

VII. ADJOURNMENT

Future Agenda Items

Meeting Access Information

<https://zoom.us/j/97463669358?pwd=QkNNKzRDNFJUK3pWL0ZGc0E0NDdGZz09>

Meeting ID: 974 6366 9358

Passcode: 930725

+13017158592,,97463669358#,,,,*930725# US (Washington D.C)

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**COUNCIL OF THE TOWN OF BLADENSBURG
DRAFT COUNCIL MEETING AGENDA**

January 10, 2022 7:00pm

**Public Access Virtual via live stream on the Town's Facebook and YouTube pages
Or Zoom (access info below).**

Given the resurgence of COVID cases, this meeting will be entirely virtual (Zoom)

- I. CALL TO ORDER** 1 min.
- II. OPENING PRAYER** 2 min.
- III. PLEDGE OF ALLEGIANCE** 1 min.
- IV. APPROVAL OF AGENDA**
- V. APPEARANCES**
- VI. APPROVAL OF MINUTES**
 - November 8, 2021 Regular Meeting Minutes
 - December 13, 2021 Regular Meeting Minutes
- VII. PUBLIC COMMENTS**
 - Written comments can be submitted prior to meeting to be read into the record.
 - Comments can be submitted to clerk@bladensburgmd.gov and dgriffin@bladensburgmd.gov
- VIII. UNFINISHED BUSINESS**
 - A. State of Maryland Bond Bill Recommendation: Town Hall Replacement
- IX. FINANCIAL BUSINESS**
 - A. Budget Matters
 - i. Fiscal Year 2022 Budget
 - 1. Fiscal Update Year to Date
 - 2. Ordinance 01-2022: Fiscal 2022 Budget Amendment (including revenues and expenditures from American Rescue Plan, etc.)
 - ii. Fiscal Year 2023 Budget
 - 1. Tax Differential Presentation
 - 2. Budget Process preview

X. NEW BUSINESS

- A. Position Classification Plan Update
- B. Town Vaccination Event

XI. STAFF REPORTS

- A. Public Works; Treasurer; Public Safety; Town Clerk; Town Administrator

XII. MAYOR AND COUNCIL REPORTS

- A. Council Member McBryde – Ward II
- B. Council Member Blount – Ward II
- C. Council Member Route – Ward I
- D. Council Member Brown – Ward I
- E. Mayor James

XIII. ADJOURNMENT

Meeting Access Information via Zoom

<https://zoom.us/j/97463669358?pwd=QkNNKzRDNFJUK3pWL0ZGc0E0NDdGZz09>

Meeting ID: 974 6366 9358

Passcode: 930725

Join by phone:

One tap mobile

+13017158592,,97463669358#,,,,*930725# US (Washington D.C)

Calendar Link:

https://zoom.us/meeting/tJMpcequqDlpH9ytHXCuoJtxlyirS-4fnxy1/ics?icsToken=98tyKuCvqj0pHNKcsxyPRowEBo_ob-7wplhegvpEiDfdIDVcSBfuH_tLIIEyRN7e

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
TOWN OF BLADENSBURG
AND
AMAN MEMORIAL TRUST
Adaptive Re-Use Plan for Bostwick House**

This Memorandum of Understanding (MOU) is entered into by and between the Town of Bladensburg, Prince George's County, Maryland hereinafter referred to as the Town and The George A. and Carmel D. Aman Memorial Trust hereinafter referred to as Aman. Both are a Party, and together they are Parties to this MOU. Aman's and the Town's efforts on behalf of this MOU to prepare a plan for the adaptive re-use of the Bostwick House, located at 3901 48th Street, Bladensburg, Maryland, and to facilitate its use for economic development through Cultural Tourism hereinafter referred to as the Project.

ARTICLE I - TOWN OF BLADENSBURG - BACKGROUND AND OBJECTIVES

The Town of Bladensburg, a historic community founded in 1742, purchased the Bostwick House in 1997 and has raised funds to preserve and stabilize the structure in conjunction with the National Park Service (NPS), the University of Maryland (University), the Aman Memorial Trust (Aman) and others.

The Bostwick House, built in 1746, requires substantial repair, maintenance and restoration. While the Town has invested significant funds and energy in supporting Bostwick, there is a need for a clear adaptive re-use plan to sustain the structure in the future.

One of the missions of the Town is a commitment to the highest level of care for its natural and historic resources. The Town recognizes that to maintain and preserve historic properties, a concerted effort is required. The Town also recognizes that the preservation treatment of historic buildings often involves complex and unknown conditions that may make the repair and preservation of these structures difficult to accomplish. These conditions provide the opportunity and the need for joint cooperative programs for the Town to work with other organizations in the community, including Aman, that have successful experience and commitment, to assist in the preservation and adaptive re-use of the Town's historic properties.

The Town of Bladensburg has a Memorandum of Understanding with the University, and a Memorandum of Agreement with the Anacostia Watershed Society (AWS) regarding uses of the Bostwick House. These relationships would not be affected by the Initial Tasks in Aman's proposed adaptive re-use study.

ARTICLE II - AMAN MEMORIAL TRUST

Aman is a 501(c)(3) charitable non-profit organization founded in 1984 to promote preservation of historic structures and revitalization in Bladensburg. Aman and its board members individually have preserved three historic properties in Bladensburg with adaptive re-use plans including (1) The George Washington House which is now office space for the

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Anacostia Watershed Society, (2) the Magruder House, owned by Prince George's Heritage, Inc., which is also office space, and (3) The Market Master House which is a private residence. Working with the Maryland National Capital Parks & Planning Commission (MNCPPC), Aman was also responsible for conceiving and building the War of 1812 Battle of Bladensburg Monument which was completed in August 2014. This Project would be the fourth historic property undertaken in Bladensburg by Aman or its board members

The Aman Board includes John Giannetti - Chair, Dick Charlton - Treasurer, Chuck Day - Vice Chair, Susan Pearl - Secretary, and Sam Parker - Board Member. All are long-time residents of the community with many years of involvement in successful historic preservation and revitalization efforts in Bladensburg. John Sower will be an advisor and John Giannetti Jr. will be legal counsel. All serve as volunteers.

Aman proposes to explore the restoration feasibility and adaptive-reuse of the Bostwick House, as it did for the three other historic properties in Bladensburg. Adaptive re-use is the type of historic preservation that preserves property for a functional use. The re-use plan will include use of the property for cultural tourism in the community.

A necessary pre-condition of an adaptive reuse program is to have architects and engineers experienced in preservation thoroughly examine the structure and identify the issues and costs to improve the property for an adaptive re-use. Aman proposes to commit its own funds, raise funds from private donors, and prepare grant applications for State funds and from other funders to accomplish this necessary first step. If warranted, Aman will also prepare and implement an adaptive re-use plan for the property in conjunction with the Town and the interested stakeholders.

ARTICLE III - BOSTWICK HOUSE

The Bostwick House, a pre-Revolutionary War structure, is on the National Register of Historic Places. In 1997 it was purchased by the Town which has raised funds to preserve and stabilize the structure in conjunction with the National Park Service (NPS), the University of Maryland (University), the Aman Memorial Trust and others.

The site has approximately 7.7 acres and the house has approximately 4,500 sq. ft. on two floors with an unfinished attic and basement, and the site includes a single story approximately 400 sq. ft. building, 350 sq. ft. garage, 1,750 sq. ft. shed-barn, and other out-buildings.

The Anacostia Watershed Society uses the property for its environmental programs. The University of Maryland uses the property for its historic preservation education programs and has sponsored important preservation studies that are listed on the website <http://bostwickhouse.weebly.com>. The proposed adaptive re-use study would seek to incorporate these relationships and uses of the property. The Bostwick House street address is 3901 48th Street, Bladensburg, MD 20710.

There are other organizations (stakeholders) that are interested in and supportive of the preservation of the Bostwick House and the proposed adaptive re-use plan. These stakeholders include, in addition to Aman and the Town, Anacostia Watershed Society (AWS), Anacostia Trails Heritage Area (ATHA or Maryland Milestones), Prince George's Heritage Inc., Prince

George's County Government, Maryland Historical Trust (MHT), MNCPPC, University of Maryland and others. Representatives of these stakeholders will be invited to participate in an advisory capacity in the adaptive re-use planning process and participate in periodic progress report meetings arranged by Aman.

ARTICLE IV - SCOPE OF WORK

This MOU concerns only the First Phase of the project. The First Phase includes four Initial Tasks. After completion of the four Initial Tasks, if warranted and if agreed to by both parties, Aman will work with the Town and stakeholders to define the subsequent Phases and to finalize the planning, financing, and implementation of an adaptive re-use plan acceptable to both the Town and Aman. All work done pursuant to this MOU shall be done by licensed contractors who shall have insurance within limits acceptable to the Town,

A. Aman - Initial Tasks (Phase One)

Task 1: Raise pre-development funds

- a. Confirm Aman's \$25,000 commitment to the Bostwick House project, and
- . Submit up to a \$50,000 matching grant request to the Maryland Heritage Area Authority (MHAA) which was one of the funding sources for the Monument (must be completed and submitted by March 11, 2016).

Task 2: Establish an Advisory Committee of interested stakeholders.

Task 3: Prepare renovation cost estimates

Select an architectural-engineer team to review the property and prepare renovation cost estimates per the attached Request for Proposal (RFP) and coordinate their work.

Task 4: Prepare preliminary development plan

- a. Identify potential user(s) of the Bostwick House
- b. Identify potential implementation funding - Bond Bill, Prince George's County, Historic or New Market tax credits, private donors, loans, others
- c. Structure a potential adaptive re-use development plan (costs, user, financing)

B. Town - Initial Tasks

Task 1. Appoint a representative to coordinate with Aman during the adaptive reuse planning and to attend periodic progress report meetings arranged by Aman.

Task 2. Provide access to the property to Aman and its representatives including potential architects, engineers, contractors - and others. Provide access to the project site during the period of the adaptive reuse planning.

Task 3. Identify and provide access to all relevant documentation including plans and drawings, files, archives, reports and other information about the Bostwick House.

C. Subsequent Phases

These phases and tasks may be defined after completion of the Initial Tasks contained in this MOU and can be the subject of future MOUs between the parties to this MOU upon their agreement to do so. A potential rough outline is summarized below:

Phase Two: Finalize an implementable Adaptive Re-use Development Plan

- a. Renovation budget, users
- b. Lease, use, or purchase agreements
- c. Preservation easement, use-restrictions, other requirements
- d. Financing commitments and funding plans

Phase Three: Undertake a fund-raising campaign to support implementation of Adaptive Re-use Development Plan

Phase Four: Restoration and Rehabilitation Work

- a. Finalize contract documents
- b. Final plans and specifications
- c. Preparation of bid documents
- d. Construction contract, releases, permits
- e. Manage construction contract administration
 - 1) Manage construction bid process
 - 2) Manage construction process
 - 3) Monitor compliance requirements

ARTICLE V - JOINT RESPONSIBILITIES

The Town and Aman together will:

1. Cooperate to the fullest extent to support the adaptive reuse analysis and planning for the Bostwick House. Both the Town and Aman enter into this MOU with considerable involvement in the preservation of historic structures.
2. Remain jointly involved at all levels of treatment recommendations, review, planning, design and concept, project logistics and site preparation.
3. Meet and communicate regularly and to document all relevant verbal communications in writing by e-mail or mail.

4. Convene and participate in meetings of the stakeholders to review the status of the Bostwick House adaptive re-use plan.

5. Serve notice in writing to the other party of any significant matters affecting the Project

ARTICLE VI - TERM

This MOU will become effective upon the execution date by both parties and extend for period of two years unless terminated by either party in accordance with ARTICLE XII herein. The MOU may be modified or extended by the Parties by mutual consent expressed in writing.

ARTICLE VII - KEY OFFICIALS

A. Key Officials - Key officials are essential to ensure maximum coordination and communication between the parties and the work performed. They are:

1. For the Town:

Town Administrator 4229 Edmonston Road
Bladensburg, MD 20710
Telephone: 301-927-7048

2. For Aman:

Mr. John Giannetti, Chairman
3806 38th St,
Brentwood, MD 20722
Tel: 301-906-2133

B. Communications - The Town will address any official communication regarding this MOU to at least one of the key officials with a copy to John Sower, Adviser.

C. Changes in Key Official(s) - Either party shall give written notice to the other party of a change in the Key Official(s). Any changes will be made by modification to the MOU.

ARTICLE VIII - AWARD AND PAYMENT

This MOU does not constitute a commitment of funds by the Town, however it does constitute a significant commitment of funds by Aman per Task 1 in the Scope of Work.

ARTICLE IX - LIABILITY

A. The Town shall be responsible for acts and omissions of its representatives, employees, contractors and subcontractors connected with the performance of the MOU. However, this MOU does not waive any of the Town's rights, immunities or protections under the law, including but not limited to the Local Government Tort Claims Act. Aman hereby acknowledges and agrees that it shall be responsible for and indemnify, defend, and hold the Town harmless against any claim for loss, personal injury and/or damage that may be suffered as a result of their own negligence or willful misconduct in the performance of the services herein

contracted for or for any failure to perform the obligations of this MOU, including, but not limited to, attorney's fees and any other costs incurred by the Town, in defending any such claim. Aman further agrees to notify the Town in writing within ten (10) days of receipt of any claim or notice of claim made by third parties against Aman or any subcontractor regarding the services and work provided to the Town pursuant to this MOU. Aman shall provide the Town copies of all claims, notice of claims and all pleadings as the matter progresses. This Article shall survive termination of the MOU.

B. Aman shall be fully responsible for acts and omissions of its representatives, officers, advisors, and volunteers, if any, connected with the performance of this MOU

ARTICLE X - REPORTS AND OTHER DELIVERABLES

Aman agrees to provide the Town, at a minimum a yearly report and such other periodic reports on any change or progress in the status of the project

ARTICLE XI - PROPERTY UTILIZATION AND RIGHTS IN DATA

Both the Town and Aman shall have ownership rights to all finished and unfinished documents, data, studies, analyses, drawings, maps, models, photographs and reports in whole or in part, prepared for, connected with, or utilized by either party in fulfilling its obligations under this MOU. Both the Town and Aman shall have the rights to utilize, publish or in any other way utilize all information relative to the project cited in the paragraph above.

ARTICLE XII - MODIFICATIONS AND TERMINATION

A. This MOU may be modified only by a written instrument executed by the Parties.

B Either Party may, terminate this MOU at any time by providing the other Party with thirty (30) days advance written notice.

ARTICLE XIII - STANDARD CLAUSES

A. Civil Rights

During the performance of this MOU, the participants agree to abide by the terms of US and State of Maryland Civil Rights requirements and will not discriminate against any person because of race, color, religion, sex, or national origin. The participants will take affirmative action to ensure the applicants are employed with regard to their race, color, sexual orientation, national origin, disabilities, religion, age or sex.

B. Public Information: Both parties acknowledge that the Town is subject to Maryland's Public Information Act and that this MOU does not modify or change the Town's obligations under that statute.

ARTICLE XIV - MISCELLANEOUS

A This MOU is subject to audit by the Town, and Aman agrees to make all of its records relating to the goods or services provided to the Town available to the Town upon request and to maintain those records for six (6) years following the date of substantial completion of this Agreement; or a longer period, if reasonably requested by the Town.

B. If any term or provision of this MOU shall be held invalid or unenforceable to any extent, the remainder of this MOU shall not be affected thereby, and each term and provision of this MOU shall be enforced to the fullest extent permitted by law.

C. The person executing this Agreement on behalf of Aman hereby covenants, represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of Aman.

D. All representations, warranties, covenants, conditions and agreements contained herein which either are expressed as surviving the expiration and termination of this MOU or, by their nature, are to be performed or observed, in whole or in part, after the termination or expiration of this MOU shall survive the termination or expiration of this MOU.

E. This Agreement represents the entire and integrated Agreement between the City and Aman and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the duly authorized representatives of the City and the Aman.

F. The recitals above are hereby incorporated into this Agreement.

ARTICLE XV-SIGNATURES

In Witness Whereof, the parties hereto have executed this MOU on the date(s) set forth below:

For the Town of Bladensburg, Maryland

(Name and Title)

Date

For the Aman Memorial Trust

John Giannetti, Chairman

Date

ARTICLE XIV – MISCELLANEOUS

A. This MOU is subject to audit by the Town, and Aman agrees to make all of its records relating to the goods or services provided to the Town available to the Town upon request and to maintain those records for six (6) years following the date of substantial completion of this Agreement, or a longer period if reasonably requested by the Town.

B. If any term or provision of this MOU shall be held invalid or unenforceable to any extent, the remainder of this MOU shall not be affected thereby; and each term and provision of this MOU shall be enforced to the fullest extent permitted by law.

C. The person executing this Agreement on behalf of Aman hereby covenants, represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of Aman.

D. All representations, warranties, covenants, conditions and agreements contained herein which either are expressed as surviving the expiration and termination of this MOU or, by their nature, are to be performed or observed, in whole or in part, after the termination or expiration of this MOU shall survive the termination or expiration of this MOU.

E. This Agreement represents the entire and integrated Agreement between the City and Aman and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the duly authorized representatives of the City and the Aman.

F. The recitals above are hereby incorporated into this Agreement.

ARTICLE XV – SIGNATURES


In Witness Whereof, the parties hereto have executed this MOU on the date(s) set forth below.

For the Town of Bladensburg, Maryland


(Name and Title)


Date

For the Aman Memorial Trust


John Giannini, Chairman


Date



ANACOSTIA WATERSHED SOCIETY

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December 29, 2021

Christopher E.
Williams
President/CEO

Bob McGrory, Town Administrator
Town of Bladensburg
4229 Edmonston Rd
Bladensburg, MD 20710

Request #1: Permission to Remove Invasive Plants on the Bostwick House Property

BOARD OF DIRECTORS

Dear Mr. McGrory,

Neil Lang
Chair

Kathryn Petrillo-
Smith
Treasurer

Lars Hanslin
Secretary

Donna An

Elisha Dunn-
Georgiou

Jayant Kairam

Kathleen Linehan

Cynthia Quarterman

Geoff Rankin

Matthew Ries

Nigel Stephens

Michael Tilchin

Ken Williams

Founder and
Honorary Member
Robert E. Boone

The Anacostia Watershed Society greatly appreciates the Town of Bladensburg's generosity for allowing us to use the Bostwick House property to maximize our operations to restore and protect the Anacostia River and its watershed communities. I am writing to request the Town's permission to remove invasive plants on the Bostwick House grounds, starting this January 2022, so that the property will provide increased environmental and aesthetic benefits to the Town and the Anacostia River watershed.

The Bostwick House property is heavily infested with invasive plants that are negatively impacting its trees, wooded areas, and natural ecosystem. The trees on the property are covered by invasive vines and some trees have been damaged and knocked down because of these vines. The wooded areas of the grounds are also infested by invasive shrubs and grasses. The eradication of invasive plants is an on-going, longer-term project, that could take up to eight years and will require additional native plantings/revegetation, and continued removal and maintenance.

The Anacostia Watershed Society is proposing to work with the Town of Bladensburg, as well as our Master Naturalists and other community volunteers, to remove the invasive plants, shrubs, and grasses, and collaborate on a revegetation and maintenance plan for the property. The attached plan provides more details about and shows the areas of the invasive plant removal activity. Masaya Maeda, our Water Quality Specialist, will be the Anacostia Watershed Society's lead for the Bostwick House invasive plant removal project and will work closely with our Natural Resources Specialist, Jorge Bogantes Montero, on the planning and implementation of the project.

Thank you for your consideration of our request. If you have any questions, please contact me (ecastelli@anacostiaws.org) or Masaya (mmaeda@anacostiaws.org).

Sincerely,

Erin Borgeson Castelli
Senior Vice President/Chief Operating Officer

cc: Masaya Maeda, AWS

Attachment: Bostwick Native Restoration Project – Brief Plan



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ANACOSTIA WATERSHED SOCIETY

December 29, 2021

Christopher E.
Williams
President/CEO

Bob McGrory, Town Administrator
Town of Bladensburg
4229 Edmonston Rd
Bladensburg, MD 20710

Request #2: Permission to Use Goats for Invasive Plant Removal on the Bostwick House Property

BOARD OF DIRECTORS

Neil Lang
Chair

Kathryn Petrillo-
Smith
Treasurer

Lars Hanslin
Secretary

Donna An

Elisha Dunn-
Georgiou

Jayant Kairam

Kathleen Linehan

Cynthia Quarterman

Geoff Rankin

Matthew Ries

Nigel Stephens

Michael Tilchin

Ken Williams

*Founder and
Honorary Member*
Robert E. Boone

Dear Mr. McGrory,

The Anacostia Watershed Society is submitting this second, separate request to the Town of Bladensburg to seek permission to use goats for a portion of our proposed Invasive Plant Removal Project at the Bostwick House.

Why goats? Using goats can save the environment from the at-will use of herbicides. Goats browse and graze in places that are hard to reach and humans want to avoid. Goats eat a wide range of invasive species, such as Kudzu, Oriental Bittersweet, Multiflora Rose, Japanese Honeysuckle, and Wisteria. Goats will also be a great way to generate public interest in and knowledge of the Bostwick House, in the Anacostia River watershed, and the need to protect and restore our natural and historic heritage and environment.

The goats for the proposed invasive removal will not be kept as livestock on the Bostwick Property; they will be on the site for only about one week. We will erect and keep them inside a temporary, electric fence, and we will monitor them to keep them from escaping. The attached plan shows the areas where the goats will be used to remove invasive plants. After the goats complete their portions of the invasive plant removal project, the Anacostia Watershed Society will continue to work with the Town of Bladensburg, as well as our Master Naturalists and other community volunteers to maintain and restore those areas.

Masaya Maeda, our Water Quality Specialist, will be the Anacostia Watershed Society's lead for the Bostwick House invasive plant removal project and he will oversee the use of goats, working closely with our Natural Resources Specialist, Jorge Bogantes Montero.

Thank you for your consideration of this second request. If you have any questions, please contact me (ecastelli@anacostiaws.org) or Masaya (mmaeda@anacostiaws.org).

Sincerely,

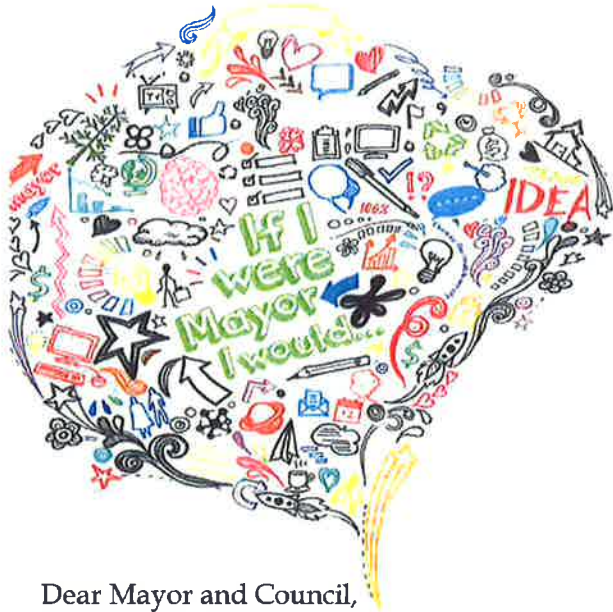
Erin Borgeson Castelli
Senior Vice President/Chief Operating Officer

cc: Masaya Maeda, AWS

Attachment: Bostwick Native Restoration Project – Brief Plan

The George Washington House • 4302 Baltimore Avenue • Bladensburg, MD 20710-1031
o. 301-699-6204 • f. 301-699-3317 • info@anacostiaws.org • www.AnacostiaWS.org





“If I Were Mayor, I Would...” Essay Contest

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**Our essay contest is now digital!!
Plan a school visit SOON!**

Dear Mayor and Council,

The best way to ensure students understand how municipal government works is to hear it directly from an official. Please consider conducting a school visit before the essay contest deadline of March 31. We've found that, often, the strongest essays come from schools that have had the opportunity to hear from and ask questions of a municipal official about municipal government, its role in the community and what a Mayor does.

This year's essay theme is “Celebrating the Soul of Maryland” To help strengthen the students' understanding, feel free to give real-world examples revolved around the essay contest questions, which can be found on the enclosed essay contest materials.

The contest information and study guide can also be downloaded from MML's website under Programs and Services: Mayor's Essay Contest.

The 4th grade classrooms of all public and private schools will be mailed the new contest rules in January. Teachers are encouraged to reach out to local officials and request a school visit. Please try to accommodate them if you are contacted.

The essay contest is open to all Maryland 4th grade students enrolled during the 2021-2022 school year. One winner from each participating MML district will be invited to participate in a ceremony. Each will also receive a cash prize and a Governor's citation.

Please go to the submission guidelines and FAQ page to familiarize yourself with how the new digital process works: mdmunicipal.org/2022Essay.

Important Contest Information

- Contest is now digital, no mail-in forms accepted
- Digital entry form available only at mdmunicipal.org/2022Essay
- Essays must be received by MML by **March 31, 2022**
- Essays must be teacher-sponsored with a completed entry form.
- Winners will be notified by the end of April 2022.

If you have questions, contact Paula Chase Hyman or Sharon Easton at 410/268-5514 or:
paulah@mdmunicipal.org; sharone@mdmunicipal.org.

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Town of Bladensburg

FY22 Mid-Year Financial Presentation

January 10, 2022 Council Meeting

Town of Bladensburg Financial Summary

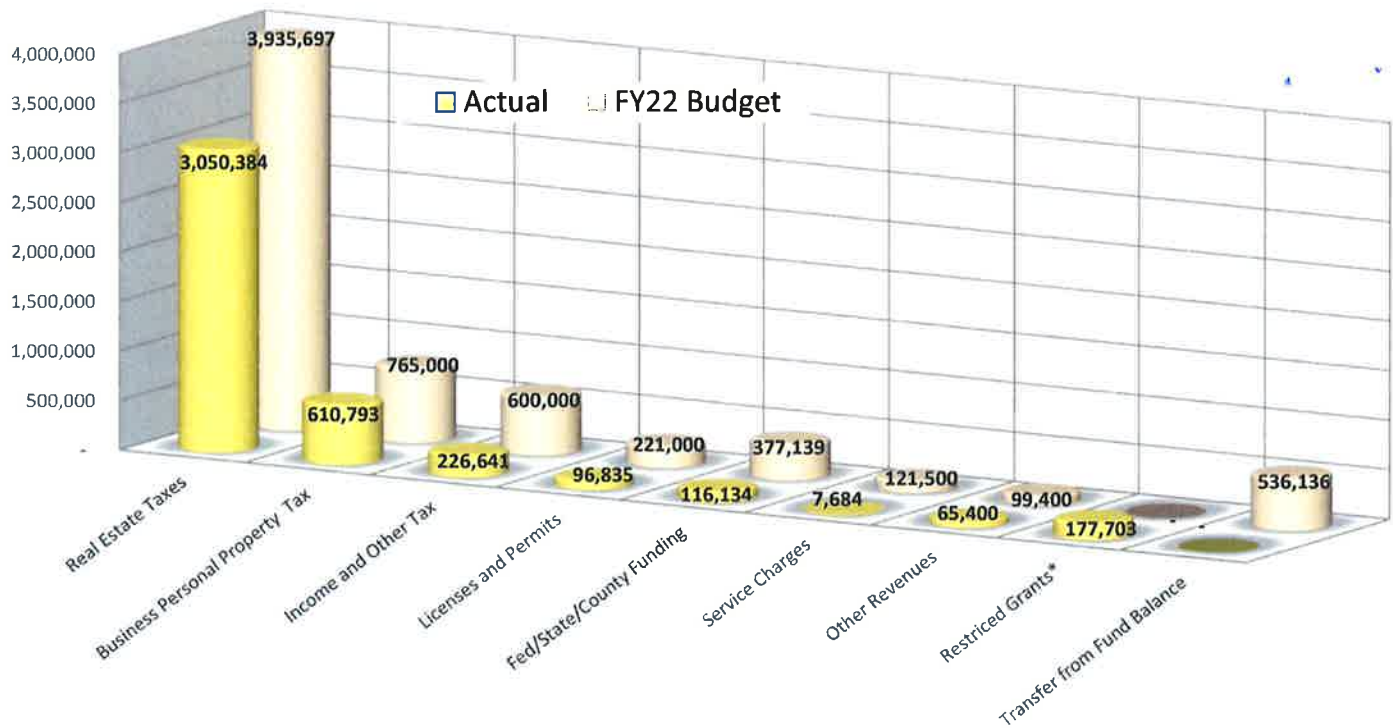
Dec-21

Financial Summary	Dec FY22 YTD	FY22 Budget	Variance	Last Fiscal Dec FY21 YTD	Change since last year
Revenues					
Property Tax	3,050,384	3,935,697	78%	3,066,731	-1%
Personal Property Tax	610,793	765,000	80%	388,910	57%
Income and Other Tax	226,641	600,000	38%	283,456	-20%
Licenses and Permits	96,835	221,000	44%	86,697	12%
Fed/State/County	116,134	377,139	31%	65,476	77%
Service Charges	7,684	121,500	6%	16,252	-53%
Other Revenues	65,400	99,400	66%	46,206	42%
Restricted Grants	177,703	-	0%	400	44326%
Fund Balance Transfer	-	536,136	0%	-	0%
Total Revenues	4,351,574	6,655,872	65%	3,954,128	10%
Expenses					
Operating Expenses	2,798,867	6,143,872	46%	2,393,070	17%
Debt Service	50,831	87,000	58%	34,131	0%
Grants	64,046	-	0%	123,253	-48%
Capital Outlay	153,871	425,000	36%	131,735	17%
Total Expenses	3,067,615	6,655,872	46%	2,682,189	14%
Surplus / (Deficit)	1,283,959	-		1,271,939	1%

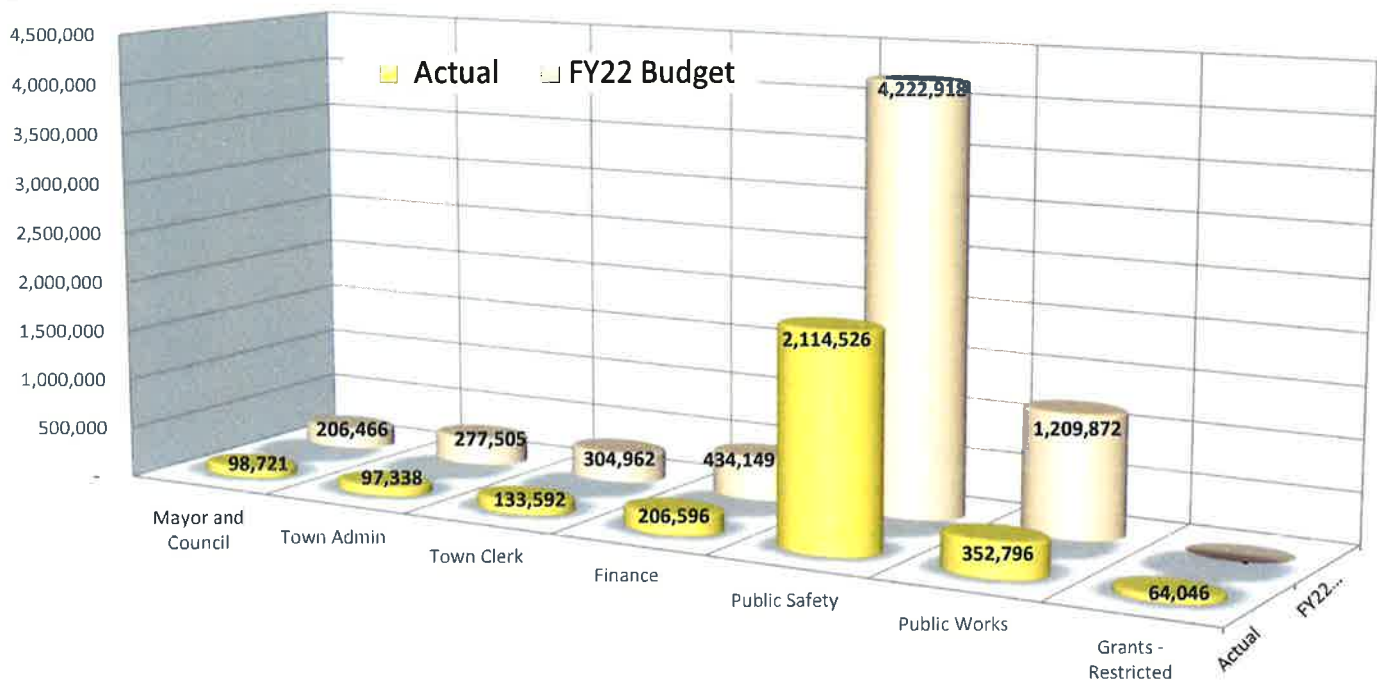
Financial Summary (by department)	Dec FY22 YTD	FY22 Budget	Variance	Last Fiscal Nov FY21 YTD	
Revenues	4,351,574	6,655,872	65%	3,954,128	10%
Expenses by Dept.					
Mayor and Council	98,721	206,466	48%	86,759	14%
Town Administrator	97,338	277,505	35%	44,286	120%
Town Clerk	133,592	304,962	44%	84,180	59%
Finance	206,596	434,149	48%	164,789	25%
Public Safety	2,114,526	4,222,918	50%	1,859,982	14%
Public Works	352,796	1,209,872	29%	318,940	11%
Grants	64,046	-		123,253	-48%
Total Expenses	3,067,615	6,655,872	46%	2,682,189	14%
Surplus / (Deficit)	1,283,959	-		1,271,939	1%

Interim Financials, Subject to Change

Revenues vs Budget - December FY22



Expenditures vs Budget by Department - thru December FY22



Town of Bladensburg
Budget Summary
 July through December 2021

	Jul - Dec 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
4000 · Property Taxes			
4020 · Real Estate Taxes	3,050,384	3,935,697	78%
4040 · Business Personal Property Tax	610,793	765,000	80%
Total 4000 · Property Taxes	3,661,177	4,700,697	78%
4100 · Income Tax	211,627	575,000	37%
4200 · Other Local Taxes			
4220 · Admissions and Amusement Tax	15,014	25,000	60%
Total 4200 · Other Local Taxes	15,014	25,000	60%
4300 · Licenses and Permits			
4310 · Local Business Licenses	78,837	80,000	99%
4320 · County Traders License	4,674	9,000	52%
4370 · Cable Franchise Fees	13,324	132,000	10%
Total 4300 · Licenses and Permits	96,835	221,000	44%
4500 · State Funding			
4510 · Highway User Revenues	31,184	204,868	15%
4520 · Police Aid	73,708	147,415	50%
Total 4500 · State Funding	104,892	352,283	30%
4600 · County Funding			
4620 · County Disposal Fee Rebate	11,242	22,484	50%
4640 · Bank Stock	0	2,372	0%
Total 4600 · County Funding	11,242	24,856	45%
4700 · Service Charges			
4720 · Local Fines/Fees	5,700	13,000	44%
4730 · Copier Fees	1,744	2,500	70%
4740 · Fingerprinting	240	1,000	24%
4760 · Reimbursements	0	5,000	0%
4770 · Automated Traffic Enforcement	0	100,000	0%
Total 4700 · Service Charges	7,684	121,500	6%
4800 · Other Revenues			
4810 · Insurance Reimbursement	38,328	35,000	110%
4820 · Bus Shelter Advertising	0	1,000	0%
4830 · Property Rental	21,000	42,000	50%
4840 · Vehicle Deployment	3,550	8,400	42%
4860 · Loan Repayment	0	0	0%
4870 · Misc. Revenues	1,237	5,000	25%
4880 · Interest Earned	1,285	8,000	16%
Total 4800 · Other Revenues	65,400	99,400	66%
4900 · Restricted Revenues			
4960 · CDBG Construction Grant	168,003		
4970 · Other Grants	9,700	0	100%
Total 4900 · Restricted Revenues	177,703	0	100%
4999 · Transfer from Fund Balance	0	536,136	0%
Total Income	4,351,574	6,655,872	65%
Gross Profit	4,351,574	6,655,872	65%
Net Ordinary Income	4,351,574	6,655,872	65%
Net Income	4,351,574	6,655,872	65%

Town of Bladensburg
Budget Summary
 July through December 2021

	Jul - Dec 21	Budget	% of Budget
Ordinary Income/Expense			
Income	4,351,574	6,655,872	65%
Gross Profit	4,351,574	6,655,872	65%
Expense			
6000 · Compensation			
6010 · Regular Pay	1,464,166	3,135,951	47%
6020 · Overtime	121,546	196,667	62%
6030 · FICA	118,498	254,945	46%
6040 · Health Insurance	304,023	657,926	46%
6050 · Pension	137,450	267,441	51%
6060 · Workers Comp	109,922	182,500	60%
Total 6000 · Compensation	2,255,606	4,695,430	48%
6110 · Tuition Rembursement	1,028	30,500	3%
6120 · Uniforms	24,365	50,000	49%
6130 · Recruitment	8,828	9,000	98%
6140 · Professional Development			
6145 · Council Business Development	796	15,000	5%
6140 · Professional Development - Other	11,888	29,500	40%
Total 6140 · Professional Development	12,684	44,500	29%
6150 · Payroll Service	2,748	6,000	46%
6160 · Employee Recognition	6,343	8,000	79%
6210 · Council Projects	966	2,500	39%
6225 · Community Grants			
6226 · Fire Department Donation	15,000	30,000	50%
6225 · Community Grants - Other	0	6,000	0%
Total 6225 · Community Grants	15,000	36,000	42%
6230 · Community Events	21,966	50,000	44%
6235 · Senior Citizen Projects	4,500	4,500	100%
6240 · Memorials	304	2,000	15%
6255 · Town Meetings	2,235	6,000	37%
6260 · Transportation	0	20,000	0%
6270 · Historic Promotion	2,402	2,402	100%
6310 · Telephone	12,664	25,000	51%
6320 · Wireless Communications	28,273	34,640	82%
6330 · Communications Contracts	0	33,000	0%
6340 · Interoperability	508	8,000	6%
6350 · Internet Access	2,149	4,500	48%
6360 · Data Fees	728	2,000	36%
6400 · Computer	0	1,500	0%
6420 · Computer Expense	14,420	11,000	131%
6440 · IT Support	11,302	30,000	38%
6460 · Software Contract	5,171	16,000	32%
6510 · Audit	12,000	44,000	27%
6520 · Bank Charges	3,414	4,000	85%
6530 · Bad Debts	0	6,000	0%
6545 · Insurance - Auto	23,004	38,000	61%
6550 · Insurance - Liability	30,786	60,000	51%
6560 · Legal	5,200	40,000	13%
6570 · Equipment Lease	6,315	17,000	37%
6580 · Contractual Services	17,559	40,000	44%
6590 · Automated Traffic Enforcement	0	100,000	0%
6620 · Fuel	40,270	70,000	58%
6640 · Vehicle Repairs and Maintenance	26,914	55,000	49%
6650 · Vehicle Body Repairs	0	15,000	0%
6670 · Equipment Maintenance	1,521	7,000	22%
6680 · Weapon Repairs and Supplies	359	20,000	2%
6710 · Building Maintenance	5,879	50,000	12%
6720 · Grounds Maintenance	7,525	20,000	38%
6740 · Street Lights	21,739	50,000	43%
6750 · Sanitation Contract	82,237	180,000	46%

Town of Bladensburg
Budget Summary
 July through December 2021

	Jul - Dec 21	Budget	% of Budget
6760 · Landfill Fees	7,962	20,000	40%
6770 · Building Supplies	4,311	9,000	48%
6790 · Janitorial Services	14,500	29,000	50%
6810 · Advertising	1,987	25,000	8%
6820 · Website	2,900	3,000	97%
6825 · Membership	10,584	14,900	71%
6835 · Travel	1,136	9,000	13%
6850 · Office Supplies	9,207	25,000	37%
6855 · Postage	3,170	7,000	45%
6860 · Shop Supplies	689	3,500	20%
6865 · Supplies	2,637	3,000	88%
6880 · Election Costs	3,384	9,000	38%
6885 · Finger Printing	487	2,000	24%
6890 · Utilities	16,999	36,000	47%
6900 · Grants - Restricted			
6915 · ARPA	4,516		
6930 · CDBG	49,015	0	100%
6935 · Other Grants	10,516	0	100%
Total 6900 · Grants - Restricted	64,046	0	100%
Total Expense	2,862,913	6,143,872	47%
Net Ordinary Income	1,488,661	512,000	291%
Other Income/Expense			
Other Expense			
6950 · Debt Service			
6960 · Debt Service - Interest	3,594	12,000	30%
6965 · Debt Service - Principle	47,238	75,000	63%
Total 6950 · Debt Service	50,831	87,000	58%
6970 · Capital Outlay			
6975 · Capital Outlay - Seized Funds	9,922		
6979 · Highway User Projects	2,319	175,000	1%
6970 · Capital Outlay - Other	141,631	250,000	57%
Total 6970 · Capital Outlay	153,871	425,000	36%
Total Other Expense	204,703	512,000	40%
Net Other Income	-204,703	-512,000	40%
Net Income	1,283,959	0	100%

Department Financials

The Town budgets the expenditures by the following departments:

- Mayor and Council
 - Town Administrator
 - Clerk
 - Finance
 - Public Safety
 - Public Works
 - Grants
-
- These are presented monthly with the actual year to date expenditures as compared to the total budget for each department.
 - These are then consolidated and presented in a year to date combined statement of revenues and expenditures as compared to budget.

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01/06/22

Town of Bladensburg
Mayor and Council YTD vs Budget
 July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 • Compensation			
6010 • Regular Pay	24,000	48,000	50%
6030 • FICA	1,744	3,672	47%
6040 • Health Insurance	14,426	24,962	58%
6050 • Pension	2,165	4,032	54%
6060 • Workers Comp		1,000	
Total 6000 • Compensation	<u>42,335</u>	<u>81,666</u>	<u>52%</u>
6140 • Professional Development			
6145 • Council Business Development	796	15,000	5%
Total 6140 • Professional Development	<u>796</u>	<u>15,000</u>	<u>5%</u>
6160 • Employee Recognition	5,603	7,000	80%
6210 • Council Projects	966	2,500	39%
6225 • Community Grants			
6226 • Fire Department Donation	15,000	30,000	50%
6225 • Community Grants - Other		6,000	
Total 6225 • Community Grants	<u>15,000</u>	<u>36,000</u>	<u>42%</u>
6230 • Community Events	13,718	35,000	39%
6235 • Senior Citizen Projects	4,500	4,500	100%
6255 • Town Meetings	1,821	4,000	46%
6320 • Wireless Communications	2,400	4,800	50%
6420 • Computer Expense		2,000	
8550 • Insurance - Liability	1,188	2,000	59%
6825 • Membership	10,394	12,000	87%
Total Expense	<u>98,721</u>	<u>206,466</u>	<u>48%</u>
Net Ordinary Income	<u>-98,721</u>	<u>-206,466</u>	<u>48%</u>
Net Income	<u>-98,721</u>	<u>-206,466</u>	<u>48%</u>

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Town of Bladensburg
Town Administrator YTD vs Budget
July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	66,513	121,424	55%
6020 · Overtime			
6030 · FICA	5,006	9,289	54%
6040 · Health Insurance	2,293	13,552	17%
6050 · Pension	5,360	9,780	55%
6060 · Workers Comp		500	
Total 6000 · Compensation	<u>79,173</u>	<u>154,545</u>	<u>51%</u>
6110 · Tuition Rembursement		1,000	
6140 · Professional Development	225	2,500	9%
6255 · Town Meetings	414	2,000	21%
6260 · Transportation		20,000	
6320 · Wireless Communications	480	960	50%
6420 · Computer Expense	960		
6560 · Legal	5,200	40,000	13%
6580 · Contractual Services	6,000	25,000	24%
6620 · Fuel			
6810 · Advertising	1,987	25,000	8%
6820 · Website	2,900	3,000	97%
6825 · Membership		1,500	
6835 · Travel		2,000	
Total Expense	<u>97,338</u>	<u>277,505</u>	<u>35%</u>
Net Ordinary Income	<u>-97,338</u>	<u>-277,505</u>	<u>35%</u>
Net Income	<u>-97,338</u>	<u>-277,505</u>	<u>35%</u>

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Town of Bladensburg
Clerk YTD vs Budget
 July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	90,188	202,268	45%
6020 · Overtime	1,974	961	205%
6030 · FICA	7,132	15,547	46%
6040 · Health Insurance	7,206	13,293	54%
6050 · Pension	7,671	16,571	46%
6060 · Workers Comp		500	
Total 6000 · Compensation	114,171	249,140	46%
6140 · Professional Development		11,000	
6240 · Memorials	217	2,000	11%
6270 · Historic Promotion	2,402	2,402	100%
6320 · Wireless Communications	640	1,920	33%
6420 · Computer Expense	3,492		
6570 · Equipment Lease	2,485	8,000	31%
6825 · Membership		500	
6835 · Travel	55	1,000	5%
6850 · Office Supplies	3,680	10,000	37%
6855 · Postage	1,401	4,000	35%
6880 · Election Costs	3,384	9,000	38%
6890 · Utilities	1,665	6,000	28%
Total Expense	133,592	304,962	44%
Net Ordinary Income	-133,592	-304,962	44%
Net Income	-133,592	-304,962	44%

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Town of Bladensburg
Finance Dept. YTD vs Budget
July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	100,805	207,426	49%
6020 · Overtime	54		100%
6030 · FICA	7,654	15,868	48%
6040 · Health Insurance	8,475	17,531	48%
6050 · Pension	14,468	23,964	60%
6060 · Workers Comp		500	
Total 6000 · Compensation	<u>131,455</u>	<u>265,289</u>	<u>50%</u>
6110 · Tuition Rembursement		2,500	
6140 · Professional Development	588	2,000	29%
6150 · Payroll Service	2,748	6,000	46%
6320 · Wireless Communications	480	960	50%
6400 · Computer		1,500	
6460 · Software Contract		6,000	
6510 · Audit	12,000	44,000	27%
6520 · Bank Charges	3,414	4,000	85%
6530 · Bad Debts		6,000	
6550 · Insurance - Liability	5,039	8,000	63%
6825 · Membership	40	400	10%
6835 · Travel		500	
Total Expense	<u>155,765</u>	<u>347,149</u>	<u>45%</u>
Net Ordinary Income	<u>-155,765</u>	<u>-347,149</u>	<u>45%</u>
Other Income/Expense			
Other Expense			
6950 · Debt Service			
6960 · Debt Service - Interest	3,594	12,000	30%
6965 · Debt Service - Principle	47,238	75,000	63%
Total 6950 · Debt Service	<u>50,831</u>	<u>87,000</u>	<u>58%</u>
Total Other Expense	<u>50,831</u>	<u>87,000</u>	<u>58%</u>
Net Other Income	<u>-50,831</u>	<u>-87,000</u>	<u>58%</u>
Net Income	<u>-206,596</u>	<u>-434,149</u>	<u>48%</u>

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Town of Bladensburg
Public Safety YTD vs Budget
 July through December 2021

	Jul - Dec 21	Budget	% of Budget
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	1,062,809	2,207,595	48%
6020 · Overtime	116,725	184,898	63%
6030 · FICA	87,697	183,026	48%
6040 · Health Insurance	246,491	502,141	49%
6050 · Pension	93,784	183,758	51%
6060 · Workers Comp	96,254	160,000	60%
Total 6000 · Compensation	1,703,759	3,421,418	50%
6110 · Tuition Rembursement	1,028	20,000	5%
6120 · Uniforms	23,793	46,000	52%
6130 · Recruitment	8,828	9,000	98%
6140 · Professional Development	11,075	12,000	92%
6160 · Employee Recognition	741	1,000	74%
6230 · Community Events	8,248	15,000	55%
6240 · Memorials	87		
6310 · Telephone	12,664	25,000	51%
6320 · Wireless Communications	24,273	26,000	93%
6330 · Communications Contracts		33,000	
6340 · Interoperability	508	8,000	6%
6350 · Internet Access	1,524	3,000	51%
6360 · Data Fees	728	2,000	36%
6420 · Computer Expense	9,968	9,000	111%
6440 · IT Support	11,302	30,000	38%
6460 · Software Contract	5,171	10,000	52%
6545 · Insurance - Auto	23,004	38,000	61%
6550 · Insurance - Liability	24,559	50,000	49%
6570 · Equipment Lease	3,830	9,000	43%
6580 · Contractual Services	11,559	15,000	77%
6590 · Automated Traffic Enforcement		100,000	
6620 · Fuel	33,712	60,000	56%
6640 · Vehicle Repairs and Maintenance	21,056	40,000	53%
6650 · Vehicle Body Repairs		15,000	
6670 · Equipment Maintenance	135	2,000	7%
6680 · Weapon Repairs and Supplies	359	20,000	2%
6825 · Membership	150	500	30%
6835 · Travel	1,081	5,000	22%
6850 · Office Supplies	5,528	15,000	37%
6855 · Postage	1,769	3,000	59%
6865 · Supplies	2,637	3,000	88%
6885 · Finger Printing	487	2,000	24%
6890 · Utilities	9,410	15,000	63%
Total Expense	1,962,973	4,062,918	48%
Net Ordinary Income	-1,962,973	-4,062,918	48%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6975 · Capital Outlay - Seized Funds	9,922		
6970 · Capital Outlay - Other	141,631	160,000	89%
Total 6970 · Capital Outlay	151,553	160,000	95%
Total Other Expense	151,553	160,000	95%
Net Other Income	-151,553	-160,000	95%
Net Income	-2,114,526	-4,222,918	50%

Interim Financials, Subject to Change

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01/06/22

Town of Bladensburg
Public Works YTD vs Budget
 July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Expense			
6000 · Compensation			
6010 · Regular Pay	119,852	349,238	34%
6020 · Overtime	2,793	10,808	26%
6030 · FICA	9,265	27,543	34%
6040 · Health Insurance	25,132	86,447	29%
6050 · Pension	14,002	29,336	48%
6060 · Workers Comp	13,668	20,000	68%
Total 6000 · Compensation	184,712	523,372	35%
6110 · Tuition Rembursement		7,000	
6120 · Uniforms	572	4,000	14%
6140 · Professional Development		2,000	
6350 · Internet Access	625	1,500	42%
6620 · Fuel	6,557	10,000	66%
6640 · Vehicle Repairs and Maintenance	5,858	15,000	39%
6670 · Equipment Maintenance	1,386	5,000	28%
6710 · Building Maintenance	5,879	50,000	12%
6720 · Grounds Maintenance	7,525	20,000	38%
6740 · Street Lights	21,739	50,000	43%
6750 · Sanitation Contract	82,237	180,000	46%
6760 · Landfill Fees	7,962	20,000	40%
6770 · Building Supplies	4,311	9,000	48%
6790 · Janitorial Services	14,500	29,000	50%
6835 · Travel		500	
6860 · Shop Supplies	689	3,500	20%
6890 · Utilities	5,924	15,000	39%
Total Expense	350,477	944,872	37%
Net Ordinary Income	-350,477	-944,872	37%
Other Income/Expense			
Other Expense			
6970 · Capital Outlay			
6979 · Highway User Projects	2,319	175,000	1%
6970 · Capital Outlay - Other		90,000	
Total 6970 · Capital Outlay	2,319	265,000	1%
Total Other Expense	2,319	265,000	1%
Net Other Income	-2,319	-265,000	1%
Net Income	-352,796	-1,209,872	29%

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01/06/22

Town of Bladensburg
Grants YTD vs Budget
 July through December 2021

	Jul - Dec 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
4900 · Restricted Revenues			
4960 · CDBG Construction Grant	168,003		
4970 · Other Grants	9,700		100%
Total 4900 · Restricted Revenues	177,703		100%
Total Income	177,703		100%
Gross Profit	177,703		100%
Expense			
6900 · Grants - Restricted			
6930 · CDBG	49,015		100%
6935 · Other Grants	10,516		100%
Total 6900 · Grants - Restricted	59,531		100%
Total Expense	59,531		100%
Net Ordinary Income	118,172		100%
Net Income	118,172		100%

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**TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, Maryland**

ORDINANCE NO. 01-2022: FISCAL YEAR 2022 BUDGET AMENDMENT

AN ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND FOR THE 2022 FISCAL YEAR (JULY 1, 2021 THROUGH JUNE 30, 2022).

WHEREAS, the Town Administrator of the Town of Bladensburg has made a request to the Mayor and Town Council to amend the FY 2022 Budget to reallocate funds as part of this Fiscal Year; and

WHEREAS, the Mayor and Town Council have determined that it is in the best interest of the Town of Bladensburg to grant the request of the Town Administrator; and

WHEREAS, the Mayor and Town Council of the Town of Bladensburg have determined that it is in the best interest of the Town to pass this as Budget Amendment Ordinance at the February 14, 2022 Town Council meeting.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Mayor and Town Council of the Town of Bladensburg that the following amendments are made to the general operating budget for Fiscal Year 2022:

1. Increase Intergovernmental (Federal) Revenue by \$XXX,XXX.00 for ARPA (American Rescue Plan Act) funds.
2. Create a new Budget Expenditure Category for “ARPA (American Rescue Plan Act)”, funded in the amount of \$XXX,XXX.00

Net budget impact: \$0

AND BE FURTHER ENACTED AND ORDAINED that upon passage this Ordinance shall be authenticated by the signature of the Mayor and Town Clerk and shall be recorded in a book kept for that purposes. In addition, this Ordinance shall be published by posting a certified copy of it in the Town Hall for ten (10) days following its adoption pursuant to Article II, Section 209 of the Charter of Town of Bladensburg, Maryland and will be effective the 14th day of February, 2022.

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ATTEST:

By Order of the Mayor and Town Council

Richard Charnovich, Town Clerk

Takisha James, Mayor

First Reading: January 10, 2022
Second Reading: February 14, 2022
Adopted: February XX, 2022
Effective: February XX, 2022