

**COUNCIL OF THE TOWN OF BLADENSBURG**

**WORK SESSION AGENDA**

**December 11, 2023 @ 5:30 PM**

**Public Access Virtual via live stream on the Town's Facebook and YouTube pages**

- |  |              |
|--|--------------|
| <b>I. CALL TO ORDER</b>  | <b>1 min</b> |
| <b>II. APPROVAL OF AGENDA</b>  | <b>1 min</b> |
| <b>III. APPROVAL OF MINUTES</b>  | <b>2 min</b> |
| a. November 13, 2023, Work Session Minutes   |              |
| <b>IV. APPEARANCES</b>   |              |
| <b>V. OLD BUSINESS</b>   |              |
| 1. Board of Election Supervisors Update (5 minutes)  |              |
| 2. Pedestrian Safety Update (10 minutes)   |              |
| <b>VI. NEW BUSINESS</b>  |              |
| 1. <b>Budget Schedule Update</b> (5 minutes)   |              |
| 2. <b>COG Appointments and Committees</b> (10 minutes)   |              |
| Resolution 5-2024: A RESOLUTION APPOINTING COUNCIL MEMBERS AND STAFF TO THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG) TO THE COG BOARDS AND POLICY COMMITTEES FOR THE 2024 CALENDAR YEAR.   |              |
| 3. <b>Town Administrator updates on Town Events and Projects</b> (10 minutes)  |              |
| a. <b>Recently Completed Items</b>   |              |
| b. <b>Upcoming Events</b>  |              |
| 4. <b>Review of Agenda Items for the Regular Session</b> by the Town Administrator   |              |
| a. <b>Budget Adjustment 4-2024:</b> Approval of a budget adjustment for expenses related to the Technical Assistance Panel, consulting services, and other related expenses for the Bostwick House project using ARPA funds. (3 minutes)   |              |
| b. <b>Budget Adjustment 5-2024:</b> Approval of a budget adjustment to add recently awarded CDBG PY 48 R Projects expenses. For \$290,000 for 57th Avenue Sidewalks/Paving and Bridge repairs projects. (3 minutes)  |              |
| c. <b>Contract Approval 11-2024:</b> Approval to allow the Town Administrator to execute a contract with Urban Land Institute to conduct a Technical Assistance Panel (TAP) in April 2024 in the amount of \$25,000. (3 minutes)   |              |
| d. <b>Resolution 3-2024:</b> A RESOLUTION TO APPROVE AND GRANT PERMISSION TO THE CLEAN WATER PARTNERSHIP, AND ITS CONTRACTORS AND ASSIGNS, TO ALLOW ACCESS AND ENTRY TO MUNICIPAL PROPERTIES AND RIGHTS OF WAY WITHIN THE TOWN OF BLADENSBURG IN ORDER TO DESIGN, SURVEY, LOCATE UTILITIES, TEST SOIL, LOCATE & PLANT TREES, AND PERFORM OTHER DUTIES IN CONNECTION WITH INSTALLATION AND ESTABLISHMENT OF URBAN STREET TREES. (3 minutes) |              |

- e. **Resolution 4-2024:** A RESOLUTION OF SUPPORT FOR THE PORT TOWN'S APPLICATION OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING FOR THE STATE OF MARYLAND'S SUSTAINABLE COMMUNITIES RENEWAL APPLICATION AND PERMISSION TO ALLOW THE TOWN ADMINISTRATOR TO ACT ON THE TOWN'S BEHALF FOR SUBMISSION. (3 minutes)

VII. **ADJOURNMENT**

**COUNCIL OF THE TOWN OF BLADENSBURG  
WORK SESSION MINUTES - DRAFT  
November 13, 2023 - 5:30 PM**

**CALL TO ORDER**

Council member Brown called the meeting to order at 5:30 pm. CM Brown asked for a motion to excuse Mayor James from the Council Work Session due to work commitments. CM Blount motioned to excuse Mayor James and McBryde seconded the motion. The motion passed 3-0.

Those in attendance were Council Members Blount, McBryde, and Brown. Also in attendance were Chief Collington, Public Works Supervisor Hall, Treasurer Tinelli (virtually), and Town Administrator Michelle Bailey-Hedgepeth.

**APPROVAL OF AGENDA**

Council Member Blount made a motion to approve the agenda, which Council Member McBryde seconded. The motion passed 3-0.

**APPROVAL OF MINUTES**

Council Member Blount made a motion to approve the October 9, 2023, minutes, which Council Member McBryde seconded. The motion passed 3-0.

**APPEARANCES**

None

**OLD BUSINESS**

**1. Board of Election Supervisors Update**

The Town Administrator provided an overview of the November 1, 2023 BOSE meeting. This included items discussed future actions of the group. Staff will work with the board on policies and procedures and provide the Council with updates. No action was taken by the Council on this report.

**NEW BUSINESS**

**1. Flood Barrier Project Update:** Prince George's County Department of Public Works and Transportation

The Town Administrator provided an update on the county Program and notified the public that the County would send right-of-way agreement letters to affected homeowners in December and that this was the 3<sup>rd</sup> update in a series of presentations on the project. Ms. Smith was unable to attend the meeting.

**2. Bostwick House Update**

The Town Administrator presented the history, issues, and current action at Bostwick House, highlighting the contract on the Council Agenda for Architectural services. The Town noted its

meeting and partnership with the Aman Trust. Samuel Parker of Aman Trust gave remarks about the historical and cultural significance of the site and the need to continue the project's long-term vision.

**3. Update on Annapolis Road Crossing and Pedestrian Safety**

Chief Collington provided an overview of efforts regarding pedestrian safety. He discussed the two recent fatalities in the Town and provided an overview of the next steps and actions that the Town will take to improve pedestrian safety.

**4. Update on Town Events and Projects**

The Town Administrator provided an overview of Town Events and Projects. A written report was provided as part of the presentation.

**5. Review of Agenda Items for the Regular Session** by the Town Administrator

The Town Administrator provided an overview of the Regular Session Agenda. A PowerPoint was provided as part of the presentation.

- **Contract Approval 8-2024:** Approval to allow the Town Administrator to execute a contract with William Cawood for Architectural Services for Bostwick House.  
*Summary: This is a contract for \$25,000 for the list of stabilization projects that the Aman Trust determined. The Town will use Bond Bill funds to pay for these professional services.*
- **Contract Approval 9-2024:** Approval to allow the Town Administrator to execute a contract with Modulex, Mid Atlantic, for gateway and town signage in an amount not to exceed \$21,228.22.  
*Summary: This is a contract for signage for the town gateways. This will be funded through the Beautification Team funds. Public Works staff will determine if they have the time and expertise to install.*
- **Contract Approval 10-2024:** Approval to allow the Town Administrator to enter into an agreement with the State of Maryland Office of Broadband Services for the 2023 Maryland Connected Devices Grant Program  
*Summary: This is a grant agreement for 125 computers. The grant is a partnership with the other Port Towns and was awarded by the State of Maryland to enhance internet access for working families.*
- **Resolution 1-2024:** A RESOLUTION authorizing the Town Administrator to apply to Prince George's County Department of Housing and Community Development on behalf of the Town of Bladensburg for Community Development Block Grant (CDBG) funding for PY 50 for Infrastructure Projects (ex. Roadway and Sidewalks)  
*Summary: This is a resolution of support for the Town's application for funding which will be submitted on December 8, 2023.*

- **Resolution 2-2024:** A RESOLUTION authorizing the Town Administrator to apply to Chesapeake Bay Trust (CBT) on behalf of the Town of Bladensburg for the Prince George's County Stormwater Stewardship Grant Program is funding for Town Projects  
*Summary: This is a resolution of support for the Town's application for funding which will be submitted on November 30, 2023.*

## **ADJOURNMENT**

CM Brown asked for a motion to adjourn the meeting at 6:31 pm. Council Member Blount made a motion to adjourn the meeting, which Council Member McBryde seconded. The motion passed 3-0.



## Agenda Item Summary Report

<b>Meeting Date:</b> December 11, 2023	<b>Submitted by:</b> Michelle Bailey Hedgepeth, Town Administrator
<b>Item Title:</b>  Board of Election Supervisors Update	
<b>Work Session Item</b> <input checked="" type="checkbox"/> <b>Council Meeting Item</b> <input type="checkbox"/>	<b>Documentation Attached:</b> BOES Agenda – December 2023 Memo TA
<b>Recommended Action:</b>  Update only no action needed.	
<p>The Board of Elections Supervisor met online on December 6, 2023, at 3:30 PM. The meeting agenda and video have been uploaded to the Town's website.</p> <p>As part of the meeting, BOES discussed the following items</p> <ul style="list-style-type: none"><li>• Update on Conversation with College Park Clerk</li><li>• Mail in Ballot Drop Boxes – Vendor and Locations (suggestion 2)</li><li>• Mail-in Ballot Format and Mailing (Policy Decisions by board)</li><li>• Next Steps and timeline</li></ul> <p>The Board will continue to meet monthly and more frequently closer to the election.</p> <p>The Town Administrator will be able to answer any question on this meeting.</p>	
<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Budgeted Amount:</b> \$ NA <b>One-Time Cost:</b> NA <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>

# Memo

**To:** Board of Elections Supervisors

**From:** Michelle Bailey Hedgepeth, Town Administrator

**cc:** Town of Bladensburg Council

**Date:** December 6, 2023

**Re:** Staff Update – Research on other local entities

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**Introduction:** After the November meeting with the BOES, staff sought and requested information from other local entities and contacted MML. Staff contacted and spoke with the City Clerk, Janeen Miller on Monday, December 4, 2023. During that conversation, staff inquired about some of the internal procedures for managing the City Elections.

**Summary:** As part of the inquiry, we discussed the following topics:

- Election preparations and timeline
- Interactions and meetings with the Board of Election Supervisors
- Election processes and procedures
- Vendor and Sources
  - Secured Outdoor Ballot Boxes
  - Mail-in ballot vendor and improved processing
- Candidate materials and notifications
- Differences in our scope and requirements for the City of College Park
- Frequency of meetings with the BOES and the Chair
- Approval process of candidates and communication

As part of this meeting, College Park provided the Town with the following:

- Information on their vendor for Secure Drop Boxes- The City of College Park owns four and deploys them for elections.
- Information on their vendor for mail-in ballots. They use a vendor who has a return postage process, and they also have an affidavit signature implemented on the ballot envelope.

As a follow-up to the meeting, the City Clerk will provide the Town with the following items so that the BOES can review and implement them;

- Internal Elections Procedures
  - Ballot Handling Procedures
  - Day of Election Procedures
  - Functions of the various tables during the election

The Town Administrator will be available to answer questions about this matter.





## Agenda Item Summary Report

**Meeting Date:**  
December 11, 2023

**Submitted by:**  
Chief Collington

**Item Title:**

Update – Annapolis Road Crossing and Pedestrian Safety

**Work Session Item** [X]  
**Council Meeting Item** [ ]

**Documentation Attached:**  
Notes from SHA Meeting (TA)

**Recommended Action:**

This is a report for the Council and residents on an update for December 2023.

**Item Summary:**

**Presenter:** Chief Collington, Bladensburg Police Chief

**Background:** The Police Department has been leading the way on this issue. They have been instrumental in the recent investigation and galvanizing efforts.

**What to expect:**

- Enhance Pedestrian and Crossing Signage – Update
  - LED Stop Signs and Crossing Signage
- Updates to Enforcement Mechanisms
- Update on Meeting with SHA on 12/7/23
- More information to residents and Public Safety Campaign on Pedestrian Safety (SHA and MVA Partnerships)
- Continue work with our community, local, and state partners on proactive strategies

Chief Collington and the Town Administrator will be making a presentation to the Council on this matter. Staff is available to answer any questions.

**Budgeted Item:** Yes [ ] No [ ]

**Budgeted Amount:**

**One-Time Cost:**

**Ongoing Cost:**

**Council Priority:** Yes [ ] No [ ]

**Continued Date:**

**Approved Date:**

## **Notes SHA Meeting 12/7/23 – 2 PM (TEAMS)**

Participants: Michelle BH, Derek Gunn, and Peter (SHA)

### **Follow up Items**

- Active Review by SHA of the accident/ Fatality Review -
- Initial crash report – have the chief make contact
- Mentioned arrest of subject and that the case has been moved to the State Attorney Braveboy

### **Update on Roadway - SHA**

- Signal – review- SHA will be studying the need for a second signal.
- Overall Roadway - Highway needs inventory – no planning study
- Just completed a feasibility study and shared used path from Peace Cross to 202 and 202 to Kilburn
- Short-term solution: one location two way = quick curb for traffic calming
- Safety and resurfacing project /Along the north side
- SHA will be reconnecting with the community

### **Future Actions**

- Will work with Town and the Delegation support and County Council to prioritize Annapolis Road for grant opportunities and study on overhaul of roadway
- A key feature of the proposal is the work that has already been done linking the Peace Cross and Bike Path Plan to 202

### **More SHA Items**

- Lighting Issue – Coordinating with Pepco
- Elementary School Lighting was replaced
- Office of Public Safety (Comms): The town will make contact with SHA Safety – Email from Sabrina (Check with Chief)



## Agenda Item Summary Report

**Meeting Date:**  
December 11, 2023

**Submitted by:**  
Vito Tinelli, Treasurer

**Item Title: FY 2025 Budget**

Budget Schedule Update

**Work Session Item** ☒  
**Council Meeting Item** ☐

**Documentation Attached:**  
Budget Calendar

**Recommended Action:**

This is a report for the Council and residents on an update for December 2023 on the Town Budget.

**Item Summary:**

**Presenter:** Vito Tinelli, Treasurer

**Background:** Updated Budget Calendar for FY 2025. This has been developed as an overview of what to expect over the next few months.

Staff will be available to answer any questions.

**Budgeted Item:** Yes ☐ No ☐

**Budgeted Amount:**

**One-Time Cost:**

**Ongoing Cost:**

**Council Priority:** Yes ☐ No ☐

**Continued Date:**

**Approved Date:**

## FY25 Draft Budget Calendar

(subject to change as needed)

v. 12-08

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<del>19</del>	20	21	22	23	24
25	26	27	28	29		

### February 12 - Mayor and Council Work Session

- Budget Process and Overview for FY25

### February 12 - Mayor and Council Meeting

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
<del>31</del>						

### March 11 - Mayor and Council Work Session

- Constant Yield Tax Rate Presentation
- FY25 Budget Priorities

### March 11 - Mayor and Council Meeting

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### April 8 - Mayor and Council Work Session

- Review of FY24 YTD 3Q Financials
- Draft FY25 Budget Introduced

### April 8 - Mayor and Council Meeting

### April 15 - Budget Work Session #1

### April 25 - Budget Work Session #2

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
<del>12</del>	13	14	15	16	17	18
19	20	21	22	23	24	25
26	<del>27</del>	28	29	30	31	

### May 13 - Mayor and Council Work Session

- Budget Update/Changes

### May 13 - Mayor and Council Meeting

- Constant Yield Hearing (*Tentative, may be waived by new regs*)
- Budget Ordinance First Reading

May 15 - Tax Rate notification made to SDAT and County

### May 20 - Budget Work Session #3

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### June 3 - Budget Work Session #4 (*if needed*)

### June 10 - Mayor and Council Work Session

- Final Budget Review

### June 10 - Mayor and Council Meeting

- Budget Ordinance Final Read/Adoption

June 23 - 26 - MML Summer Conference



## Agenda Item Summary Report

**Meeting Date:** December 11, 2023

**Submitted by:**

Michelle Bailey Hedgepeth, Town Administrator

**Item Title:** COG Appointments

**Resolution 5-2024:** A RESOLUTION APPOINTING COUNCIL MEMBERS AND STAFF TO THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG) TO THE COG BOARDS AND POLICY COMMITTEES FOR THE 2024 CALENDAR YEAR.

**Work Session Item** ☒ **Council Meeting Item** ☒

**Documentation Attached:**

Resolution  
Board Listing and Descriptions

**Recommended Action:**

Staff recommends appointing council members and staff to the COG boards and policy committees for the 2024 calendar year.

**Item Summary:** The Metropolitan Washington Council of Governments (COG) requests that the Town makes its appointments to the COG boards and policy committees for the 2024 calendar year.

COG encourages municipalities to select individuals who have a strong interest in the subject matter covered by the board or committee, who can act as a representative for the city or county, and who can commit to actively participating.

Attached to this item is a summary of all Boards and committees. For this process, the council will only be selecting representatives for the following:

Board/Committee	2024 Appointments
<b>Region Forward Coalition</b> (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
<b>Human Services Policy Committee</b> (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
<b>Climate Energy and Environment Policy Committee</b> (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
<b>Chesapeake Bay and Water Resources Policy Committee</b> (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:
<b>Food and Agriculture Regional Member Policy Committee</b> (Appoint 1 member and 1 alternate)	Member Name: Alternate Name:

**Budgeted Item:** Yes ☒ No ☐  
**Budgeted Amount:** Part of membership  
**One-Time Cost:**  
**Ongoing Cost:**

**Continued Date:**

**Council Priority:** Yes ☐ No ☐

**Approved Date:**

## **COG BOARDS AND POLICY COMMITTEES**

COG is comprised of three independent policy boards and various supporting advisory and technical committees.

### **INDEPENDENT POLICY BOARDS**

#### **COG Board of Directors**

The Board of Directors is COG's governing body and is responsible for its overall policies, functions, and funds. The board acts on committee or staff recommendations, discusses current and emerging multi-jurisdictional problems, and receives briefings on issues facing the region as a whole. Policy items on the agenda are normally generated from COG's policy and technical committees; business or administrative items are usually generated from staff. The COG Board meets monthly on the second Wednesday of the month.

#### **Transportation Planning Board**

The National Capital Region Transportation Planning Board (TPB) is the federally designated Metropolitan Planning Organization (MPO) for the region and plays an important role as the regional forum for transportation planning. With participation from the District of Columbia and State Departments of Transportation and the region's local governments, the TPB prepares intermediate-range and long-range plans and programs that permit federal transportation funds to flow to the metropolitan Washington region. The TPB meets monthly on the third Wednesday of the month.

#### **Metropolitan Washington Air Quality Committee**

The Metropolitan Washington Air Quality Committee (MWAQC) is the entity certified by the mayor of the District of Columbia and the governors of Maryland and Virginia to prepare an air quality plan for the region and ensure compliance with the Federal Clean Air Act. MWAQC coordinates air quality planning activities among COG and other entities, including the Transportation Planning Board; reviews policies; resolves policy differences; and forges a regional air quality plan for transmittal to the District of Columbia, Maryland, and Virginia and, ultimately, to the Environmental Protection Agency. MWAQC meets bi-monthly on the fourth Wednesday of the month.

## **POLICY COMMITTEES**

Policy committees are advisory committees of the COG Board.

### **Chesapeake Bay and Water Resources Policy Committee**

Chesapeake Bay and Water Resources Policy Committee (CBPC) advises the COG Board on Bay-related policies and tracks developments under the federal-state Chesapeake Bay Program for implications to local governments. It also considers questions of potable water supply and waste water treatment. CBPC regularly prepares position statements in response to state and federal legislation affecting the Bay. CBPC meets bi-monthly on the third Friday of the month.

### **Climate, Energy, and Environment Policy Committee**

The Climate, Energy, and Environment Policy Committee (CEEPC) advises the COG Board on climate change, energy, green building, alternate fuels, solid waste and recycling policy issues, and other environmental issues as necessary. CEEPC is responsible for managing implementation of the COG Climate Change Report adopted by the COG Board on November 12, 2008. This responsibility includes development of a regional climate change strategy to meet the regional greenhouse gas reduction goals adopted by the board. CEEPC meets bi-monthly on the fourth Wednesday of the month.

### **Food and Agriculture Regional Member Policy Committee**

The Food and Agriculture Regional Member Policy Committee (FARM) supports development of long-term regional direction and collaboration toward a more resilient, connected food and farm economy (food system) across urban, suburban and rural communities in the metropolitan Washington region. FARM meets bi-monthly on the second Friday of the month.

### **Human Services Policy Committee**

The Human Services Policy Committee (HSPC) advises the COG Board on a variety of issues including housing, homelessness, public health, foster care, child welfare, mental health, and substance abuse. Recent actions have included reports on homelessness in the region. HSPC is composed of elected officials, department managers, and directors from the local and state levels. HSPC meetings bi-monthly on the second Friday of the month.

### **Region Forward Coalition**

The Region Forward Coalition oversees the next steps recommended in Region Forward and advises the COG Board on future comprehensive regional planning and implementation activities. The Coalition's primary responsibilities include overseeing the Region Forward performance baseline analysis and future regional progress reports; use Region Forward as a guide to update the Regional Activity Centers; and create clear strategies and initiatives to support the transformation of regional centers into Complete Communities. The Coalition includes members from public, private, and nonprofit sectors which all have a role in helping the region meet its goals. RFC meets quarterly on the last Friday of the month.



## Agenda Item Summary Report

<b>Meeting Date:</b> December 11, 2023	<b>Submitted by:</b> Michelle Bailey Hedgepeth
<b>Item Title:</b>	
Update – Town Event and Activities	
<b>Work Session Item</b> <input checked="" type="checkbox"/> <b>Council Meeting Item</b> <input type="checkbox"/>	<b>Documentation Attached:</b> Report
<b>Recommended Action:</b>	
This is a report for the Council and residents on an update for Nov/December 2023.	
<b>Item Summary:</b>	
<p><b>Presenter:</b> Michelle Bailey Hedgepeth, Town Administrator</p> <p><b>Background:</b> The Town has been busy over the last several months developing programs and implementing projects</p> <p>Attached are copies of the Town Administrator's November and December 2023 Reports.</p>	
<b>Budgeted Item:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Budgeted Amount:</b> <b>One-Time Cost:</b> <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Approved Date:</b>





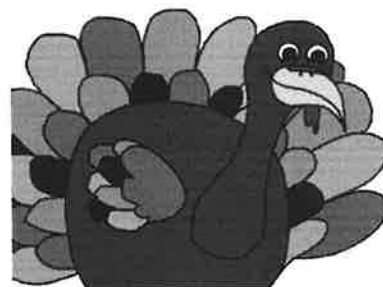
## TOWN ADMINISTRATOR MONTHLY MEMO

November 2023

Dear Town Council, Residents, Business owners, and Employees of the Town of Bladensburg;

**Happy Holidays!** It's hard to believe it's that time of year already. The Town has accomplished much in a fairly short time. Over the last few months, we have brought the Council the following items.

- Contracts for On-Call Engineering, Grant Writing, and Economic Development Services
- 57<sup>th</sup> Road Work completed
- Updates on Bostwick House and the building stabilization process
- Establishing the Beautification Program in Public Works
- Establishing a Special Assignment Team in our Police Department
- Purchasing Equipment for Mobile Camera Towers that will deter crime in critical areas of the Town
- Obtaining Grants Funds and expanding our services to residents



**Green Initiatives:** We continue to work on the Town's Sustainability certification renewal; we have been working on a few items to place Bladensburg at the forefront of Maryland Communities. Below are some items that the staff has been working to implement;

- **Join the Green Team!** As part of our sustainability project, we will need your help on our Green Team. Members assist the Town in making Green Policy decisions and help us to spread the word about our events and initiatives.
- **Town Tree Planting:** In the fall, the Town will work on a Tree planting project with CKAR (Central Kenilworth Avenue Revitalization: Community Development Corporation) and Joe's Movement. The Chesapeake Bay Trust funds this project to provide shade in urban areas.

**Flood Channel Project:** Over the last few months, the Town and the County have presented on the Quincy and Edmonston Road Channel project. The County will begin the project's next phase with area homeowners regarding the "right of way agreement." As the project progresses, we will provide residents with updates and construction information.

**Town Food Distribution:** On November 18, 2023, the Town held a successful food distribution at Bladensburg High School. This event gave away 400 baskets and allowed over 70 local student volunteers to earn service hours. The Town will hold another Holiday event on Saturday, December 9, 2023, from 10 AM – 12 PM at Bladensburg High; pre-registration is encouraged! Check out the Town's website for more information.

**Grant Funding:** The Town is seeking funding for various Capital and improvement projects. We are excited about this award from Prince George's County; more updates will be coming soon! We recently received a grant that provides "free" computers to low-income households.

**Security Camera Reimbursement Program:** The Town started advertising the program in early August, and information is on the website. We have also posted announcements on the Town's social media. The program is funded with \$50,000 in ARPA funds. This is estimated to assist 50 households in each ward.  
*Please make sure to apply today!*

**Capital Grants (Bond Bill Funding):** Currently, the Town has three projects totaling \$1.5 Million. There are two \$500,000 Bills for the Town Hall and one \$500,000 bill for Bostwick House. In November, the Council approved services related to the Bostwick House Stabilization. In the winter, the Town will hold public meetings on the planning process for our Public Safety and Town Hall facilities.

**Port Town Sector Plan:** We have been working with M-NCPPC over the last few months on the Sector Plan update. This is important because the County's plan is updated every 10 to 15 years to help gauge and determine future development and growth in the area. The Town of Bladensburg will work with Colmar Manor, Cottage City, and Edmonston to determine common goals and objectives; your assistance is needed to help us shape this vital report. The kick-off is planned **for December 6, 2023**.

**Join us for our Vibrant Events this winter!** Town staff works hard on trying to keep our community active throughout this newsletter, you will find events of interest. Please join us!

Again, Happy Thanksgiving!

Regards,  
Michelle Bailey-Hedgepeth, Town Administrator



## TOWN ADMINISTRATOR MONTHLY MEMO

December 2023

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- Contracts for On-Call Engineering, Grant Writing, and Economic Development Services
- 57<sup>th</sup> Road Work completed
- New Grant Funding for Bridge Repairs and Roadways
- Updates and Contract for the Bostwick House and the building stabilization process
- Establishing the Beautification Program in Public Works



**Green Initiatives:** We continue to work on the Town's Sustainability certification renewal; we have been working on a few items to place Bladensburg at the forefront of Maryland Communities. Below are some items that the staff has been working to implement;

- **Town Tree Planting:** In the new year, the Town will work on a Tree planting project with CKAR (Central Kenilworth Avenue Revitalization: Community Development Corporation) and Joe's Movement. The Chesapeake Bay Trust funds this project to provide shade in urban areas.

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**Town Food Distribution:** The Town held two food distributions in November and December; we will be working with local non-profits for future events.

**Grant Funding:** The Town has funding for various Capital and improvement projects. We are excited about this award from Prince George's County; more updates will be coming soon! We recently received a grant that provides "free" computers to low-income households.

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program is funded with \$50,000 in ARPA funds. This is estimated to assist 50 households in each ward.

Please make sure to apply today!

**Capital Grants (Bond Bill Funding):** Currently, the Town has three projects. There are two Bills for the Town Hall (\$500,000 and \$300,000) and one \$500,000 bill for Bostwick House. In December, the Council will review additional opportunities to move the Bostwick House project with Technical Assistance Panel with the Urban Land Institute. In the winter, the Town will hold public meetings on the planning process for our Public Safety and Town Hall facilities.

**Port Town Sector Plan:** We have been working with M-NCPPC on the Sector Plan update over the last few months. This is important because the County's plan is updated every 10 to 15 years to help gauge and determine future development and growth in the area. The Town of Bladensburg will work with Colmar Manor, Cottage City, and Edmonston to determine common goals and objectives; your assistance is needed to help us shape this vital report. The kick-off was held on **December 6, 2023, and there will be a series of meetings over the next two years.**

Again, Happy Holidays!

Regards,  
Michelle Bailey-Hedgepeth, Town Administrator



## Agenda Item Summary Report

<b>Meeting Date:</b> December 11, 2023	<b>Submitted by:</b> Michelle Bailey Hedgepeth
<b>Item Title:</b>  Town Administrator Review of Council Items – December 11, 2023	
<b>Work Session Item [X]</b> <b>Council Meeting Item [ ]</b>	<b>Documentation Attached:</b> PowerPoint
<b>Recommended Action:</b>  This item is to provide a brief overview of the items that will be featured during the regular Town Council meeting	
<b>Item Summary:</b> The Town Administrator will provide a quick overview of the following items for the Town Council.  a. Budget Adjustment 4-2024: Approval of a budget adjustment for expenses related to the Technical Assistance Panel, consulting services, and other related expenses for the Bostwick House project using ARPA funds. (3 minutes) b. Budget Adjustment 5-2024: Approval of a budget adjustment to add recently awarded CDBG PY 48 R Projects expenses. For \$290,000 for 57th Avenue Sidewalks/Paving and Bridge repairs projects. (3 minutes) c. Contract Approval 11-2024: Approval to allow the Town Administrator to execute a contract with Urban Land Institute to conduct a Technical Assistance Panel (TAP) in April 2024 in the amount of \$25,000. (3 minutes) d. Resolution 3-2024: A RESOLUTION TO APPROVE AND GRANT PERMISSION TO THE CLEAN WATER PARTNERSHIP, AND ITS CONTRACTORS AND ASSIGNS, TO ALLOW ACCESS AND ENTRY TO MUNICIPAL PROPERTIES AND RIGHTS OF WAY WITHIN THE TOWN OF BLADENSBURG IN ORDER TO DESIGN, SURVEY, LOCATE UTILITIES, TEST SOIL, LOCATE & PLANT TREES, AND PERFORM OTHER DUTIES IN CONNECTION WITH INSTALLATION AND ESTABLISHMENT OF URBAN STREET TREES. (3 minutes) e. Resolution 4-2024: A RESOLUTION OF SUPPORT FOR THE PORT TOWN'S APPLICATION OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING FOR THE STATE OF MARYLAND'S SUSTAINABLE COMMUNITIES RENEWAL APPLICATION AND PERMISSION TO ALLOW THE TOWN ADMINISTRATOR TO ACT ON THE TOWN'S BEHALF FOR SUBMISSION. (3 minutes)	
<b>Budgeted Item:</b> Yes [ ] No [ ] NA <b>Budgeted Amount:</b> <b>One-Time Cost:</b> <b>Ongoing Cost:</b>	<b>Continued Date:</b>
<b>Council Priority:</b> Yes [ ] No [ ]	<b>Approved Date:</b>

# Town Administrator Council Item Overview

December 11, 2023 – Work Session  
Michelle Bailey Hedgepeth, Town Administrator



## Key Items of Interest

- a. **Budget Adjustment 4-2024:** Approval of a budget adjustment for expenses related to the Technical Assistance Panel, consulting services, and other related expenses for the Bostwick House project using ARPA funds. (3 minutes)
- b. **Budget Adjustment 5-2024:** Approval of a budget adjustment to add recently awarded CDBG PY 48 R Projects expenses. For \$290,000 for 57th Avenue Sidewalks/Paving and Bridge repairs projects. (3 minutes)
- c. **Contract Approval 11-2024:** Approval to allow the Town Administrator to execute a contract with Urban Land Institute to conduct a Technical Assistance Panel (TAP) in April 2024 in the amount of \$25,000. (3 minutes)
- d. **Resolution 3-2024:** A RESOLUTION TO APPROVE AND GRANT PERMISSION TO THE CLEAN WATER PARTNERSHIP, AND ITS CONTRACTORS AND ASSIGNS, TO ALLOW ACCESS AND ENTRY TO MUNICIPAL PROPERTIES AND RIGHTS OF WAY WITHIN THE TOWN OF BLADENSBURG IN ORDER TO DESIGN, SURVEY, LOCATE UTILITIES, TEST SOIL, LOCATE & PLANT TREES, AND PERFORM OTHER DUTIES IN CONNECTION WITH INSTALLATION AND ESTABLISHMENT OF URBAN STREET TREES. (3 minutes)
- e. **Resolution 4-2024:** A RESOLUTION OF SUPPORT FOR THE PORT TOWN'S APPLICATION OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING FOR THE STATE OF MARYLAND'S SUSTAINABLE COMMUNITIES RENEWAL APPLICATION AND PERMISSION TO ALLOW THE TOWN ADMINISTRATOR TO ACT ON THE TOWN'S BEHALF FOR SUBMISSION. (3 minutes)

**Budget Adjustment 4-2024: Approval of a budget adjustment for expenses related to the Technical Assistance Panel, consulting services, and other related expenses for the Bostwick House project using ARPA funds.**

- This is a request to transfer funds from ARPA funding to pay for expenses related to Bostwick House.
- This will be used to pay for the Technical Assistance Panel which will occur in April 2024



**Budget Adjustment 5-2024: Approval of a budget adjustment to add recently awarded CDBG PY 48 R Projects expenses. For \$290,000 for 57th Avenue Sidewalks/Paving and Bridge repairs projects.**



- This request provides a line item for recently awarded CDBG PY 48 R Funds for 57<sup>th</sup> Avenue Sidewalks and Roadways. Along with funding for Bridge Repairs.
- Issue: The Town will need to expend these funds in FY 2024. This will require the Town to put out a bid and these projects will be implemented in Spring/Summer 2024.

**Contract Approval 11-2024: Approval to allow the Town Administrator to execute a contract with Urban Land Institute to conduct a Technical Assistance Panel (TAP) in April 2024 in the amount of \$25,000.**

- What's a TAP? A Technical Assistance Panel (TAP) is a 2-day session in which local development professionals offer recommendations for a specific site/issue. Our 2-day format allows for an in-depth briefing day composed of a tour of the site and meetings with sponsor representatives and an afternoon of interviews with 20-30 community representatives. The second day is devoted to formulating recommendations and culminates with the panel's oral presentation of its findings to the sponsor, which can opt to hold the presentation publicly. A written report is prepared and published.
- The Technical Assistance Panel which will occur in April 2024



**Resolution 3-2024: A RESOLUTION TO APPROVE AND GRANT PERMISSION TO THE CLEAN WATER PARTNERSHIP, AND ITS CONTRACTORS AND ASSIGNS, TO ALLOW ACCESS AND ENTRY TO MUNICIPAL PROPERTIES AND RIGHTS OF WAY WITHIN THE TOWN OF BLADENSBURG IN ORDER TO DESIGN, SURVEY, LOCATE UTILITIES, TEST SOIL, LOCATE & PLANT TREES, AND PERFORM OTHER DUTIES IN CONNECTION WITH INSTALLATION AND ESTABLISHMENT OF URBAN STREET TREES.**

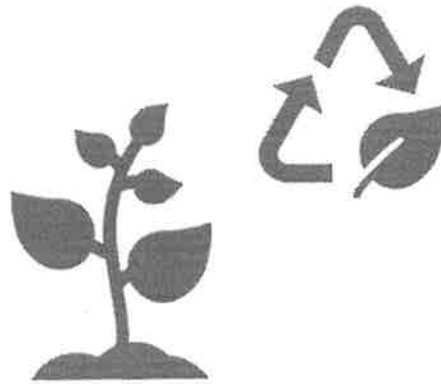


- This item is asking the Town Council to approve and grant permission for Municipal Grant Services to apply on our behalf for an in-kind grant program that provides free trees to residents.
- The Town will be only one of three towns with direct allocation.
- The Police Department will be working on the community outreach for this grant.



**Resolution 4-2024: A RESOLUTION OF SUPPORT FOR THE PORT TOWN'S APPLICATION OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING FOR THE STATE OF MARYLAND'S SUSTAINABLE COMMUNITIES RENEWAL APPLICATION AND PERMISSION TO ALLOW THE TOWN ADMINISTRATOR TO ACT ON THE TOWN'S BEHALF FOR SUBMISSION.**

- This is a resolution of support to submit the Port Towns application for the Sustainable Communities renewal application.
- This is a renewal of the designation, and this allows the Town to apply for various grant funds and programs
- The renewal lasts for five (5) years.



## Questions

Thank you