



# TOWN OF COLMAR MANOR

*A Port Towns Community*

**Town Council  
Work Session  
April 2, 2024  
7:00 P.M.**

## **Agenda**

- 1. Call to Order**
- 2. Choice Concrete discussion**
- 3. R-05-2025 Resolution Affirming Town's Commitment to Human Rights and Call for Ceasefire in Gaza**
- 4. Interstate Service Company quote for replacing broken compressor**
- 5. 2025 Budget**
- 6. Charter review**
- 7. Moving May 2024 council work session and council meeting dates**
- 8. Adjourn**

**Ayuntamiento de la ciudad  
Sesión de trabajo  
2 de Abril de 2024  
7:00 PM.**

## **Agenda**

- 1. Llame para ordenar**
- 2. Discusión sobre la factura de Choice Concrete**
- 3. Resolución que afirma el compromiso de la ciudad con los derechos humanos y pide un alto el fuego en Gaza**
- 4. Cotización de la compañía de servicios interestatales para reemplazar el compresor roto**
- 5. Presupuesto 2025**
- 6. Revisión de la carta**
- 7. Cambiar las fechas de la sesión de trabajo y las reuniones del consejo de mayo de 2024**
- 8. Suspende**

Attend in person or to listen to/view the meeting,  
visit [www.zoom.us](https://www.zoom.us) or call (301) 715-8592  
Meeting ID: 826 7950 6698 Password: 3611

3701 Lawrence Street  
Colmar Manor, Maryland 20722



11225 Old Baltimore Pike  
Beltsville, MD 20705

February 16, 2024

Phone: (301) 937-0046  
Fax: (301) 937-1115

**Mr. Daniel Baden**

**Town of Colmar Manor**

3701 Lawrence Street  
Colmar Manor, MD 20722

Email: [danbaden@comcast.net](mailto:danbaden@comcast.net)

Concrete

Sidewalks

Curb & Gutter

Dumpster Pads

ADA Ramps

Steps & Landings

Aprons

Driveways

Reference: **Proposal No. 24-040: Additional Concrete Repairs @ Town of Colmar Manor**

- Per the meeting with Al and Rui, we have been asked to perform additional concrete repairs as listed below.

Choice Concrete Construction will provide labor and material to complete the following:

**I. Concrete Repairs:**

1. 60 SF non ada sidewalk at church on Lawrence Street.
2. 192 SF of 7" apron between #4317 & #4319 with 25' curbing.
3. 30' curb and ada ramp walk. 107 SF of ramps (3), all ada work.
4. 3 truncated warning domes.

**Price \$7,596.00**

Asphalt

Milling

Patching

Paving

Sealcoat

Striping

Speed Bumps

Concrete

Sidewalks

Curb & Gutter

Dumpster Pads

ADA Ramps

Steps & Landings

Aprons

Driveways

**Notes & Exclusions:**

1. Excludes Permits, Fees, Bonds and / or HOA approval etc. "if" needed.
2. Payment terms net upon completion.
3. One (1) year warranty for workmanship and materials from date of invoice unless excluded above, in scope. **The warranty will become null and void if chemicals and/or rock salts are utilized in winter weather conditions during the warranty period.**
4. If payment terms are not met any/all warranties become null and void.
5. Certificate of Insurance upon request.
6. A 3% processing fee on all Credit Cards Payments. Not included in above price.

If you have any questions, please let us know. If you would like to accept our proposal, please sign below and return to me. This Agreement will not be binding until we receive the signed Agreement, and we approve and sign the Agreement below.

**ACCEPTED:**

**X** \_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

**X** \_\_\_\_\_  
**Print Name and Title**

BY: CHOICE CONCRETE CONSTRUCTION, INC.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

"Delivering reliable, high quality service and cost-effective solutions for 20 years"

[www.choiceconcreteinc.com](http://www.choiceconcreteinc.com)



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**Town of Colmar Manor**  
3701 Lawrence Street  
Colmar Manor, MD 20722  
**Email: [danbaden@comcast.net](mailto:danbaden@comcast.net)**  
**[danielbade@comcast.net](mailto:danielbade@comcast.net)**

Reference: **Proposal No. 24-043: Additional Asphalt & Backfill @ Town of Colmar Manor**

- Per the meeting with Al and Rui, we have been instructed to perform asphalt patching at curb & gutter areas and to perform additional backfill and seeding in a few major areas.

Choice Concrete Construction will provide labor and material to complete the following:

**I. Asphalt Patching:**

Furnish & Install asphalt in roadway of curb repairs.

**Price \$3,000.00**

**II. Backfill, Seed and Straw:**

Furnish & install top soil and grass seed in a few major areas.

**Price \$2,000.00**

**Notes & Exclusions:**

1. Excludes Permits, Fees, Bonds and / or HOA approval etc. "if" needed.
2. Payment terms net upon completion.
3. One (1) year warranty for workmanship and materials from date of invoice unless excluded above, in scope. **The warranty will become null and void if chemicals and/or rock salts are utilized in winter weather conditions during the warranty period.**
4. If payment terms are not met any/all warranties become null and void.
5. Certificate of Insurance upon request.
6. A 3% processing fee on all Credit Cards Payments. Not included in above price.

If you have any questions, please let us know. If you would like to accept our proposal, please sign below and return to me. This Agreement will not be binding until we receive the signed Agreement, and we approve and sign the Agreement below.

**ACCEPTED:**

**X** \_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

**X** \_\_\_\_\_  
**Print Name and Title**

BY: CHOICE CONCRETE CONSTRUCTION, INC.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

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Asphalt  
Milling  
Patching  
Paving  
Sealcoat  
Striping  
Speed Bumps  
Concrete  
Sidewalks  
Curb & Gutter  
Dumpster Pads  
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Patching  
Paving  
Sealcoat  
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Speed Bumps

**TOWN OF COLMAR MANOR, MARYLAND**

**RESOLUTION R-04-2024**

**Volunteer Rental Benefit**

**A Resolution affirming the town of Colmar Manor's commitment to human rights and support for congressional and worldwide calls for an immediate ceasefire in Gaza**

**WHEREAS**, the Town of Colmar Manor has committed in word and in deed to the idea that all people are inherently of equal value and deserving of the same rights; and

**WHEREAS**, the Town of Colmar Manor advocates for the safety, dignity, freedom, and equality of all people of all faiths and beliefs, races, ethnicities, and nationalities; and

**WHEREAS**, we as local leaders stand firmly against the recent rise of antisemitic, Islamophobic, racist, homophobic, and xenophobic attacks across the nation; and

**WHEREAS**, whereas, since October 7th 2023, over 1,000 people in Israel and over 30,000 Palestinians in Gaza have been killed in those months, of whom over 12,000 are children; and

**WHEREAS**, the town of Colmar Manor recognizes that the current crisis takes place within a long history and affirms that, for a pathway to lasting peace and justice to be developed, the root causes of that crisis need to be addressed; and

**WHEREAS**, Gaza is in a dire humanitarian crisis that is getting worse with each passing day, with a severe lack of medical aid, food, clean water, and shelter, and over 2,000,000 Palestinians are facing displacement, homelessness, and starvation; and

**WHEREAS**, the World Health Organization, the United Nations, Save the Children, Human Rights Watch, USAID, International Rescue Committee, his Holiness, Pope Francis, more than 120 countries, and countless other organizations in Maryland and around the world have called for a permanent ceasefire to end the violence and suffering in Gaza and to be in accordance with international humanitarian law. Doctors without borders has advocated for "a total ceasefire and the unconditional supply of humanitarian aid including access to food, fuel, and water. Survival of people in Gaza depends on this"; and

**WHEREAS**, the town of Colmar Manor has a history of sharing statements on issues happening outside our town borders that impact our constituents here at home, and acknowledges that there are countless other atrocities around the world which also demand global attention and aid; and

**WHEREAS**, the United States holds immense diplomatic power and has the opportunity to save both Israeli and Palestinian lives, and in this moment, we are advocating to our state and federal leaders to use their power to call for peace.

**NOW THEREFORE, BE IT RESOLVED**, the Mayor and Town Council of Colmar Manor do hereby join other cities and towns across the nation in calling on our elected leaders to demand an immediate, permanent ceasefire by all involved parties, release of all hostages, the unrestricted entry of humanitarian assistance into Gaza, the restoration of food, water, electricity, and medical supplies to Gaza, and calls for the resolution that protects the security of all innocent civilians;

**THEREFORE, BE IT FURTHER RESOLVED**, that a copy of this resolution be sent to municipal elected leaders in Prince George’s County, the offices of County Executive Angela Alsobrooks, County Council Chair Jolene Ivey, State Senator Malcolm Augustine, State Delegate Julian Ivey, State Delegate Dianna Fennell, Governor of Maryland Wes Moore, US Representative Glenn Ivey, US Senator Ben Cardin, US Senator Chris Van Hollen, US Vice President Kamala Harris, and US President Joe Biden, urging them to take immediate action to use their position and influence to end violence.

Introduced on the **2nd** day of **April**, 2024  
Adopted on the \_\_\_\_ day of \_\_\_\_, 2024

ATTEST

MAYOR AND TOWN COUNCIL  
OF COLMAR MANOR, MARYLAND

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Daniel Baden  
Clerk-Treasurer

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Monica Casañas  
Mayor

Introduced and Read:  
Second Reading:  
Adopted:  
Effective Date:

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Maliek Harding  
Council Member, Ward, 1

---

Irina Hobbs  
Council Member, Ward 2

---

Keith Brooks  
Council Member, Ward 3

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Melinda Mendoza  
Council Member, Ward 4



**Air Conditioning \* Refrigeration \* Heating**

**Interstate Service Company, Inc.**

**4101 Utah Avenue**

**Brentwood, Maryland 20722**

**\*Office (301) 864-2121 \* Fax (301) 864-1282**

12/26/2023

Town of Colmar Manor  
3701 Lawrence St.  
Colmar Manor, MD 20722  
Al Nieman

**Job:**  
Carrier RTU Compressor replacement  
**Bid #:**  
32590B  
**Price**  
\$6,545.00

Dear Al ,

We are pleased to submit a proposal to furnish the materials and provide the labor necessary for the completion of:

- 1.Recover refrigerant from system and dispose of as per epa regulations
- 2.Remove failed compressor and dispose of properly
- 3.Install one new compressor
- 4.Replace refrigerant driers and contactor
- 5.Inject acid nuetralizer into the system
- 6.Triple evacuate sytem and add new refrigerant
- 7.Start system and check for proper operation

Should this proposal be acceptable, please return one signed copy of this proposal to this office, and work will be scheduled.

This proposal is valid for 30 days and thereafter may be modified or withdrawn by us without liability.

If we can be of any further assistance, please feel free to call.

Regards,  
INTERSTATE SERVICE COMPANY, INC.,  
Robert Brown  
Service Manager

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

**Town of Colmar Manor FY2025 Budget  
Draft 1 - 3/20/24**

	Estimated FY24					FY2025 Budget
	Actual to 3/20/24	FY24 Budget	Actual	FY2022 Actual	FY2023 Actual	
<b>Income</b>						
4000 · Real estate taxes	1,006,575.32	1,011,030.00	1,015,381.00	1,014,214.57	1,019,209.71	1,015,063.00
4010 · Personal property taxes	56,052.49	70,000.00	83,052.00	48,539.72	61,712.84	68,000.00
4020 · Penalties & interest	829.12	2,500.00	2,500.00	3,643.17	2,564.05	2,500.00
4030 · Highway users	20,052.70	69,963.00	71,225.00	58,318.38	57,377.37	82,268.00
4040 · Income taxes	70,971.39	125,000.00	150,000.00	131,577.06	148,553.62	150,000.00
4041 · License Plate Reader Grant					29,100.00	
4050 · Traders license - state	131.46	2,000.00	2,000.00	2,298.56	1,381.69	2,000.00
4060 · Admissions & amusement tax	0.00	100.00	100.00			100.00
4070 · Landfill rebate	0.00	3,484.00	3,484.00	3,484.00	3,484.00	3,484.00
4090 · Cable TV income	4,625.95	10,000.00	9,252.00	13,089.01	10,486.23	9,000.00
4100 · Cable TV - capital equipment	2,883.71	6,500.00	5,768.00	8,107.10	6,517.63	5,200.00
4101 · Credit Card Processing Fee	(188.48)	100.00	100.00	(131.85)	(321.38)	100.00
4103 · Laricy Park Rental Income	1,998.50	1,500.00	2,500.00	2,440.75	1,705.00	2,500.00
4110 · License & permits - town	9,210.00	10,500.00	10,500.00	3,900.00	6,200.00	1,000.00
4120 · Interest income	52,152.36	67,340.00	84,125.00	2,493.71	65,667.76	60,000.00
4130 · Police grant state aid	20,794.00	43,332.00	41,588.00	19,217.25	43,331.00	41,588.00
4150 · Seniors van income	795.91	1,000.00	1,321.00	596.55	998.38	2,000.00
4151 · Senior Van Income - Bladensburg	34,456.75	39,491.00	46,000.00	46,413.64	54,021.67	45,000.00
4152 · Senior Club Income - R&S	2,819.40	0.00	3,000.00			1,000.00
4160 · Rental income	59,813.56	65,000.00	80,000.00	66,688.11	90,008.40	80,000.00
4180 · Miscellaneous income	868.68	1,000.00	1,000.00	693.87	2,240.08	1,000.00
4220 · Donations	1,000.00	2,500.00	2,500.00	500.00	1,887.00	2,500.00
4224 · Laracey Park Grant - CP&P	0.00	30,427.00	30,427.00			
4225 · Recreation Grant Rev. - GOCCP	17,055.99	56,380.00	56,380.00			
4230 · Bank stock	0.00	59.00	59.00	58.58	58.58	59.00
4231 · Sale of Asset					203.00	
4271 · Red Light Camera Violations	13,700.00	30,500.00	20,550.00	44,495.00	28,122.50	20,000.00
4279 · Vacant House Registration	0.00	300.00	300.00			
4299 · Community Garden Income	1,204.10	500.00	1,200.00	210.00	614.01	1,200.00
4300 · Property Cleanup					950.00	

**Town of Colmar Manor FY2025 Budget  
Draft 1 - 3/20/24**

	Estimated FY24					
	Actual to 3/20/24	FY24 Budget	Actual	FY2022 Actual	FY2023 Actual	FY2025 Budget
<b>4312 · Public Safety Grant</b>	21,875.00	87,500.00	87,500.00		65,625.00	
<b>4314 · PCB Settlement</b>					17,414.03	
<b>4333 · Chesapeake Bay Trust Grant</b>	36,202.00	3,632.00	3,632.00		20,555.73	
<b>4500 · Police Revenues</b>						
<b>4270 · Police Citations</b>	5,200.00	5,500.00	6,000.00	4,085.00	7,300.00	6,000.00
<b>4280 · Code Enforcement Violations</b>	950.00	250.00	1,000.00	60.00	100.00	1,000.00
<b>4282 · Police Reports (Acc &amp; Incident)</b>	100.00	200.00	200.00	260.00	190.00	200.00
<b>4285 · Vehicle Release Fee</b>	1,553.78	2,000.00	2,000.00	912.24	2,831.22	2,000.00
<b>4286 · Flagging Fees</b>	100.00	500.00	200.00	375.00	420.00	400.00
<b>Total 4500 · Police Revenues</b>	7,903.78	8,450.00	9,400.00	5,692.24	10,841.22	9,600.00
<b>4605 · Recreation Income - Class Fees</b>	1,140.00	1,500.00	1,500.00	1,631.00	2,549.00	1,500.00
<b>4606 · Recreation Income - Other</b>	0.00	500.00	100.00			100.00
<b>4610 · Sale of Solar Credits</b>	3,105.90	5,400.00	5,400.00	6,626.24	5,642.10	5,400.00
<b>4650 · ARP Revenues</b>						
<b>4654 · ARPA FY22 Carryover</b>	0.00	854,135.00		75,420.00	1,238,255.25	
<b>Total 4650 · ARP Revenues</b>	0.00	854,135.00	0.00	75,420.00	1,238,255.25	0.00
<b>4700 · Unreserved Fund Balance</b>	0.00	741,512.00				
<b>Total Income</b>	<b>1,448,029.59</b>	<b>3,353,135.00</b>	<b>1,831,844.00</b>	<b>1,560,216.66</b>	<b>2,996,955.47</b>	<b>1,612,162.00</b>
<b>Gross Profit</b>	<b>1,448,029.59</b>	<b>3,353,135.00</b>	<b>1,831,844.00</b>	<b>1,560,216.66</b>	<b>2,996,955.47</b>	<b>1,612,162.00</b>



**Town of Colmar Manor FY2025 Budget  
Draft 1 - 3/20/24**

Expense	Estimated FY24					
	Actual to 3/20/24	FY24 Budget	Actual	FY2022 Actual	FY2023 Actual	FY2025 Budget
Payroll Expenses	115.75	0.00	0.00	0.00	0.00	0.00
<b>5000 · General government expenditures</b>						
<b>5010 · Accounting &amp; auditing</b>	10,000.00	10,000.00	10,000.00	8,500.00	8,500.00	15,500.00
<b>5020 · Advertising</b>	80.00	1,200.00	500.00	366.15	1,160.00	1,000.00
<b>5030 · Anacostia Trailway</b>	397.00	400.00	400.00	366.00	397.00	400.00
<b>5031 · Bad Debt Expense</b>				27,676.23		
<b>5032 · Circuit Rider Manager</b>				10,000.00		
<b>5082 · Colmar Manor Day</b>	1,388.75	2,000.00	2,000.00	38.12		2,000.00
<b>5090 · Convention &amp; travel</b>	2,061.13	15,000.00	15,000.00	19,111.77	11,036.38	15,000.00
<b>5091 · Council Retreat</b>					5,473.13	
<b>5091 · Covid Expenses County Funded</b>				1,466.27		
<b>5106 · Direct Deposit Fees</b>	843.75	1,000.00	1,000.00	429.25	987.25	1,000.00
<b>5120 · Dues &amp; subscriptions</b>	2,711.41	2,160.00	3,000.00	1,374.29	2,377.05	3,500.00
<b>5130 · Election &amp; registration</b>	0.00	1,000.00	1,000.00	696.47	973.08	
<b>5135 · ETHM - Youth Development Progra</b>	0.00	2,000.00	2,000.00	2,514.80		2,000.00
<b>5193 · IT Server Upgrades</b>				8,000.00		
<b>5195 · IT Expenditures</b>	4,127.50	8,500.00	8,000.00	8,938.53	8,298.78	12,500.00
<b>5197 · Interpreter Services</b>	5,150.00	7,200.00	8,000.00	5,300.00	7,055.00	8,000.00
<b>5198 · Laricey Park Gant - CP&amp;P</b>	13,368.00	30,427.00	30,427.00		5,873.08	
<b>5210 · Legal Counsel</b>	2,783.95	18,000.00	9,000.00	18,000.00	14,033.18	10,000.00
<b>5220 · Lobbyist</b>	5,150.00	9,000.00	9,000.00		6,950.00	9,000.00
<b>5240 · Night out</b>	362.28	1,000.00	362.00	1,007.42	1,129.55	1,000.00
<b>5250 · Office expenses</b>	9,200.05	14,000.00	14,000.00	15,354.43	13,443.14	14,500.00
<b>5251 · Office Expense - Copier Maint.</b>	1,506.38	2,000.00	2,300.00	1,073.34	1,457.99	2,500.00
<b>5252 · Copier Lease</b>	2,396.40	2,293.55	2,400.00	4,174.84	4,106.40	0.00
<b>5260 · Office expense-mayor &amp; council</b>	1,179.84	6,000.00	6,000.00	5,255.76	8,708.71	
<b>5270 · Payroll taxes - mayor &amp; council</b>	1,428.00	2,610.00	2,610.00	2,601.00	2,371.50	2,610.00
<b>5300 · Port town projects</b>	867.08	1,000.00	1,000.00			1,000.00
<b>5320 · Retirement</b>	14,724.57	31,903.00	25,000.00	25,531.79	18,845.56	33,020.00
<b>5330 · Salary - general government</b>	110,388.00	176,714.81	170,000.00	162,892.83	145,850.38	183,058.00

**Town of Colmar Manor FY2025 Budget  
Draft 1 - 3/20/24**

	Estimated FY24					
	Actual to 3/20/24	FY24 Budget	Actual	FY2022 Actual	FY2023 Actual	FY2025 Budget
<b>5340 · Salary - mayor &amp; council</b>	22,949.97	34,000.00	34,000.00	33,999.96	35,549.96	34,000.00
<b>5339 · Sign - Electronic</b>				14,842.00		
<b>5350 · Scholarship fund</b>	(1,200.00)	2,000.00	2,000.00		3,000.00	2,000.00
<b>5360 · Seniors events</b>	126.04	1,000.00	1,000.00		225.47	1,000.00
<b>5370 · Special events</b>	598.67	2,500.00	2,500.00	54.07	3,584.76	2,500.00
<b>5380 · Telephone</b>	6,207.04	11,400.00	11,000.00	10,608.74	12,040.69	11,000.00
<b>5410 · Training</b>	0.00	2,000.00	1,000.00	149.00	1,080.30	2,000.00
<b>5411 · Virtual Communications</b>				1,224.53		
<b>5430 · Unemployment costs</b>	0.00	500.00	500.00			500.00
<b>5835 · Website Maint. / Communications</b>	2,603.89	3,580.65	3,580.65	269.99		5,370.00
<b>Total 5000 · General government expenditures</b>	<b>221,399.70</b>	<b>402,389.01</b>	<b>378,579.65</b>	<b>391,817.58</b>	<b>324,508.34</b>	<b>375,958.00</b>
<b>5500 · Payroll taxes &amp; benefits - GG</b>						
<b>5510 · Payroll taxes - general govt.</b>	15,086.90	13,730.00	17,000.00	14,228.50	16,778.41	14,004.00
<b>5520 · Insurance - health</b>	68,658.93	90,000.00	82,716.00	63,988.40	85,821.68	82,348.00
<b>5530 · Insurance - life</b>	1,581.76	2,200.00	2,100.00	1,520.00	1,939.54	2,295.00
<b>5540 · Insurance - workers comp</b>	0.00	750.00	750.00	1,206.36	788.43	651.00
<b>Total 5500 · Payroll taxes &amp; benefits - GG</b>	<b>85,327.59</b>	<b>106,680.00</b>	<b>102,566.00</b>	<b>80,943.26</b>	<b>105,328.06</b>	<b>99,298.00</b>

**Town of Colmar Manor FY2025 Budget  
Draft 1 - 3/20/24**

	Estimated FY24					
	Actual to 3/20/24	FY24 Budget	Actual	FY2022 Actual	FY2023 Actual	FY2025 Budget
<b>5550 · Senior van operations</b>						
<b>5560 · Insurance w/comp seniors</b>	0.00	2,074.00	2,500.00	1,613.00	1,829.70	2,367.00
<b>5570 · Payroll taxes - seniors van</b>	1,367.24	2,397.00	2,873.00	2,018.08	2,530.27	2,457.00
<b>5580 · Salary - seniors van</b>	20,078.28	31,333.00	37,555.00	26,341.20	28,837.50	32,112.00
<b>5590 · Senior van expenditures</b>	6,548.19	15,000.00	12,000.00	23,114.34	17,481.52	12,000.00
<b>Total 5550 · Senior van operations</b>	27,993.71	50,804.00	54,928.00	53,086.62	50,678.99	48,936.00
<b>5600 · Code enforcement</b>						
<b>5610 · Salary - code enforcement</b>	18,142.50	26,000.00	26,000.00	13,369.19	42,744.55	27,300.00
<b>5620 · Payroll taxes-code enforcement</b>	848.19	1,990.00	1,990.00			2,088.00
<b>5621 · Property Cleanup</b>					1,200.00	
<b>5630 · Code enforcement expenses</b>	984.80	4,000.00	2,000.00	585.61	908.93	2,000.00
<b>Total 5600 · Code enforcement</b>	19,975.49	31,990.00	29,990.00	13,954.80	44,853.48	31,388.00

**Town of Colmar Manor FY2025 Budget  
Draft 1 - 3/20/24**

	Estimated FY24					
	Actual to 3/20/24	FY24 Budget	Actual	FY2022 Actual	FY2023 Actual	FY2025 Budget
<b>5700 · Public works</b>						
5709 · Chesapeake Bay Trust Grant	26,230.88	24,177.00	24,177.00		20,555.73	
5710 · Capital Outlay - New Vehicle				10,302.31		
5710 · Gasoline town vehicles	2,738.05	6,000.00	6,000.00	9,702.92	6,818.19	6,000.00
5711 · Dog Waste Station				1,241.39		
5720 · Insurance - auto	2,895.58	2,438.71	1,448.00	1,357.51	1,587.98	2,000.00
5730 · Insurance - workers comp.	0.00	9,742.00	8,500.00	7,435.06	8,529.03	10,833.00
5740 · Maintenance expenses	6,462.80	10,000.00	10,000.00	8,306.33	9,566.27	10,000.00
5750 · Mosquito control	0.00	1,000.00	1,000.00			1,000.00
5760 · Payroll taxes - public works	6,492.79	11,301.00	9,180.00	8,820.39	10,806.69	11,244.00
5770 · Salary - public works	62,702.39	146,933.29	120,000.00	116,389.63	109,268.75	146,985.00
5772 · Salary - Trash Picker	13,960.44	0.00	0.00	9,233.85	19,621.40	0.00
5773 · Speed Limit & No Parking Signs				1,688.26		
5774 · Storage Shed				4,268.09		
5780 · Street lighting	19,435.78	30,000.00	30,000.00	26,248.08	27,578.64	30,000.00
5790 · Tipping fees	0.00	300.00	300.00	52.75		300.00
5791 · Trash Receptacles				7,579.69		
5800 · Tree service	685.00	2,500.00	685.00		3,110.00	2,500.00
5810 · Vehicle maintenance	225.12	5,000.00	2,500.00	5,315.77	2,092.66	4,000.00
5830 · Waste collection	80,445.00	102,000.00	120,395.00	83,918.72	95,886.50	122,350.00
<b>Total 5700 · Public works</b>	<b>222,273.83</b>	<b>351,392.00</b>	<b>334,185.00</b>	<b>301,860.75</b>	<b>315,421.84</b>	<b>347,212.00</b>
<b>5850 · Community Center/ Town Hall</b>						
5105 · Debt Service	34,349.88	165,501.00	163,700.00	186,082.21	152,613.97	153,850.00
5855 · Cable - TV	1,062.45	1,500.00	1,500.00	1,507.10	1,285.35	1,500.00
5860 · Electric	17,632.35	26,000.00	29,500.00	26,229.22	31,034.67	30,000.00
5865 · Gas - Heat	2,842.59	8,700.00	5,000.00	6,344.70	7,073.14	6,000.00
5871 · Insurance Bldg - 3701	11,997.00	11,645.16	12,000.00	10,781.54	10,915.00	12,000.00
5872 · Maintenance - CMCC	25,866.05	28,225.80	35,000.00	20,422.48	48,461.71	35,000.00
5876 · Service Contracts	6,859.00	11,500.00	10,500.00	10,236.74	9,690.23	11,000.00
5880 · Water - WSSC - CMCC	2,360.02	2,767.74	3,000.00	699.01	2,025.28	2,100.00
<b>Total 5850 · Community Center/ Town Hall</b>	<b>102,969.34</b>	<b>255,839.70</b>	<b>260,200.00</b>	<b>262,303.00</b>	<b>263,099.35</b>	<b>251,450.00</b>

**Town of Colmar Manor FY2025 Budget  
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	Estimated FY24					
	Actual to 3/20/24	FY24 Budget	Actual	FY2022 Actual	FY2023 Actual	FY2025 Budget
<b>5900 · Public Safety</b>						
5902 · Background/Exams/Training	0.00	3,000.00	3,000.00	1,922.00	1,453.75	3,000.00
5904 · Communications	3,220.02	4,000.00	4,500.00	3,420.50	3,458.44	4,000.00
5906 · Gasoline - Police	6,195.88	19,000.00	15,000.00	22,099.55	18,279.14	16,000.00
5909 · Insurance - Auto & G/L	10,728.00	11,300.00	10,728.00	8,257.49	9,582.00	11,500.00
5911 · Body Cameras	2,230.00	2,300.00	2,230.00		1,115.00	300.00
5912 · Community Outreach	50.32	500.00	500.00	227.45	110.39	500.00
5911 · Computer Purchase				1,931.74		
5915 · Bicycle Patrol	0.00	200.00	200.00	1,957.94	162.02	200.00
5917 · DHCD Safety Grant	53,941.60	87,500.00	87,500.00			
5919 · Employee Assiasance Program	0.00	135.00	135.00			
5920 · Insurance - workers comp.	0.00	24,564.00	26,000.00	18,878.39	22,112.60	34,424.00
5921 · License Plate Reader					29,100.00	
5925 · Office Expense - Police	330.84	1,865.00	1,000.00	1,559.32	1,948.61	1,900.00
5930 · Operating expenses - police	889.37	1,000.00	1,000.00	684.26	622.21	1,000.00
5940 · Payroll taxes - police	18,287.48	26,580.00	28,061.00	20,076.36	20,596.25	27,909.00
5945 · Police Equipment	2,969.10	5,500.00	5,500.00	1,818.00	3,458.54	5,000.00
5954 · Red Light Camera Citations	4,556.00	10,980.00	6,372.00	14,242.13	8,364.88	6,200.00
5960 · Salary - police	260,023.91	347,453.00	366,806.00	266,054.11	328,254.24	364,826.00
5975 · Santa With A Badge	278.10	650.00	280.00		450.50	650.00
5983 · Training	715.00	2,000.00	1,000.00	1,665.00	2,195.00	2,000.00
5985 · Travel & Dues	1,093.25	3,000.00	3,000.00	2,373.99	918.36	3,000.00
5986 · Uniforms	0.00	2,100.00	2,100.00	2,621.58	2,169.61	2,000.00
5988 · Vehicle Maintenance	2,804.14	10,000.00	10,000.00	6,355.23	11,739.54	10,000.00
6352 · Fire Department Donation						3,000.00
<b>Total 5900 · Public Safety</b>	<b>368,313.01</b>	<b>563,627.00</b>	<b>574,912.00</b>	<b>376,145.04</b>	<b>466,091.08</b>	<b>497,409.00</b>

**Town of Colmar Manor FY2025 Budget  
Draft 1 - 3/20/24**

	Estimated FY24					
	Actual to 3/20/24	FY24 Budget	Actual	FY2022 Actual	FY2023 Actual	FY2025 Budget
<b>6000 · Community Center Operations</b>						
<b>6015 · Recreation Supplies</b>	1,539.41	1,967.74	1,967.74	1,989.76	2,012.90	2,000.00
<b>6016 · Rec. council - Holiday Events</b>	6,372.61	13,000.00	10,000.00	4,788.16	8,567.18	12,000.00
<b>6017 · Rental Expense</b>	14,563.71	16,000.00	21,600.00	14,949.86	26,779.08	21,600.00
<b>6020 · Class Instructors</b>	543.00	1,200.00	795.00	949.00	1,369.00	795.00
<b>Total 6000 · Community Center Operations</b>	23,018.73	32,167.74	34,362.74	22,676.78	38,728.16	36,395.00
<b>6040 · Clubs &amp; Committees</b>						
<b>5083 · Community Garden</b>	2,650.58	4,000.00	4,000.00	9,725.52	4,337.29	4,000.00
<b>6042 · Green Team</b>	0.00	3,300.00	0.00			1,000.00
<b>6044 · Animal Welfare</b>	0.00	2,000.00	0.00			1,000.00
<b>6046 · Neighborhood Watch</b>	397.31	2,500.00	750.00			1,000.00
<b>6047 · R&amp;S Senior Club</b>	298.48	0.00	382.00			2,618.00
<b>6040 · Clubs &amp; Committees - Other</b>						
<b>Total 6040 · Clubs &amp; Committees</b>	3,346.37	11,800.00	5,132.00	9,725.52	4,337.29	9,618.00
<b>6210 · Unreserved Funds</b>	0.00	635,930.55				

**Town of Colmar Manor FY2025 Budget  
Draft 1 - 3/20/24**

	Estimated FY24					
	Actual to 3/20/24	FY24 Budget	Actual	FY2022 Actual	FY2023 Actual	FY2025 Budget
<b>6300 · Americue Rescue Plan</b>						
6312 · Code of Ordinance -ARPA	1,962.00	1,800.00	1,962.00		4,200.00	
6311 · Covid Test Kits				2,700.00		
6315 · Consultant - ARPA	9,075.00	18,000.00	9,075.00	9,000.00	18,000.00	
6316 · Family & Business Support - ARPA				2,700.00		
6317 · Police Vehicle - ARPA				38,520.00	10,352.00	
6318 · Town Bus - ARPA				22,500.00		
6318 · Community Programs - ARPA	242.99	4,433.00	242.99		966.71	
6319 · Financial Assistance - ARPA	5,000.00	22,971.00	5,000.00		55,028.86	
6321 · Non Profit - ARPA	0.00	15,000.00	0.00		25,000.00	
6330 · Dumpster Program - ARPA	(1,182.60)	8,417.00	(1,182.60)		2,365.20	
6335 · Electric Vehicle ARPA	14,940.13	15,000.00	14,940.13			
6348 · Community Wi-Fi - ARPA	0.00	5,000.00	0.00			
6349 · Furniture - Town Hall - ARPA	0.00	10,577.00	0.00		31,923.58	
6351 · Summer Employment - ARPA	0.00	2,000.00	0.00		829.95	
6352 · Fire Department Donation - ARPA	0.00	3,000.00	3,000.00		25,000.00	
6353 · Town Administrator - ARPA	66,943.59	100,000.00	100,000.00		74,684.92	102,108.00
6354 · Language Access - ARPA	0.00	20,434.00	0.00		1,166.00	
6355 · Code Enforcement Software ARPA	0.00	5,891.00	0.00		10,651.50	
6356 · Paint & Clean Town Hall - ARPA	0.00	9,775.00	0.00		15,725.00	
6357 · Tree Work - ARPA	20,475.00	20,475.00	20,475.00			
6360 · Stormwater Projects - ARPA	0.00	118,955.00	0.00			
6363 · Commuity Garden - ARPA	722.42	2,560.00	722.42		2,440.32	
6364 · Traffic Study	0.00	9,700.00	0.00		25,300.00	
6365 · Street Lights - New					6,730.00	
6366 · Additional Tasers - ARPA	2,662.46	0.00	2,662.46			
6367 · Equipment - PW - ARPA	6,175.00	0.00	6,175.00			
6368 · Street Repairs - ARPA	409,783.26	455,320.00	455,320.00		1,200.00	
6369 · Website Improvements - ARPA	12,307.00	5,674.00	12,307.00		3,333.00	
6371 · Websie Redesign - ARPA	1,500.00	0.00	1,500.00			
6374 · Premium Pay Employees - ARPA					40,600.00	

**Town of Colmar Manor FY2025 Budget  
Draft 1 - 3/20/24**

	<b>Estimated FY24</b>					
	<b>Actual to 3/20/24</b>	<b>FY24 Budget</b>	<b>Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2025 Budget</b>
<b>6377 · FY22 Carryover ARPA Funds</b>	0.00	(847.00)	0.00			
<b>Total 6300 · Americue Rescue Plan</b>	550,606.25	854,135.00	632,199.40	75,420.00	355,497.04	102,108.00
<b>6400 · Recreation Grant - GOCCP</b>						
<b>6405 · Police Salaries &amp; Ben. - GOCCP</b>	2,306.85	15,000.00	15,000.00			
<b>6410 · Rec. Salaries &amp; Ben. - GOCC</b>	21,854.00	35,750.00	35,750.00			
<b>6415 · Administrative Cost - GOCCP</b>	705.16	1,200.00	1,200.00			
<b>6420 · Supplies - GOCCP</b>	3,224.57	4,430.00	4,430.00			
<b>Total 6400 · Recreation Grant - GOCCP</b>	28,090.58	56,380.00	56,380.00	0.00	0.00	0.00
<b>Total Expense</b>	1,653,430.35	3,353,135.00	2,463,434.79	1,587,933.35	1,968,543.63	1,799,772.00
<b>Net Income</b>	<b>(205,400.76)</b>	<b>0.00</b>	<b>(631,590.79)</b>	<b>(27,716.69)</b>	<b>1,028,411.84</b>	<b>(187,610.00)</b>



CHARTER RESOLUTION NO.: \_\_\_\_\_

**CHARTER RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF COLMAR MANOR, TO AMEND AND REPEAL CERTAIN PROVISIONS OF ARTICLE VII, "PERSONNEL" OF THE TOWN CHARTER TO ADD THE POSITION OF TOWN MANAGER, ESTABLISH SEPARATE OFFICES FOR TOWN CLERK AND TREASURER, REVISE PROVISIONS RELATED TO THE TOWN ATTORNEY, REMOVE THE POSITION OF POLICE COORDINATOR, AND REVISE PROVISIONS RELATED TO THE TOWN'S PERSONNEL SYSTEM**

A Charter Resolution of the Mayor and Council of the Town of Colmar Manor adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and §4-301 *et-seq.*, Local Government Article, Annotated Code of Maryland as amended.

**WHEREAS**, the Town Charter does not establish a position of Town Manager, and currently has a Clerk/Treasurer position; and

**WHEREAS**, the Mayor and Council have determined that certain changes are needed to the personnel in the town; and

**WHEREAS**, the Mayor and Council have determined that the office of town manager should be created to serve the town; and

**WHEREAS**, the Mayor and Council have determined that the office of clerk/treasurer should be separate offices in the town; and

**WHEREAS**, the Mayor and Council have determined that changes are needed to provisions related to the office of Town Attorney, and eliminate the position of Police Coordinator; and

**WHEREAS**, the Mayor and Council have determined that changes are needed to the personnel system in the town.

**WHEREAS**, the Mayor and Council have determined that it is in the best interests of the town to implement these changes.

**Section 1. NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Town of Colmar Manor that Article VII, Personnel, be repealed, re-enacted, and amended to add a new as follows:

Section 701. Appointive officers. The Mayor with the approval of the Town Council shall appoint a **[Clerk-Treasurer]** TREASURER, code enforcement officer, police coordinator, and a Town Attorney. Their compensation shall be determined by the Town Council in the adoption of the annual budget resolution.

Section 702. [Clerk-Treasurer. There shall be a Clerk-Treasurer appointed by the Mayor and confirmed by the Town Council. The Clerk-Treasurer shall serve at the pleasure of the Mayor and Town Council. The Clerk-Treasurer shall be chosen on the basis of administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office. The Clerk-Treasurer may be removed by the Mayor with the approval of the Town Council, provided that written notice of removal has been given prior to the effective date of termination. The Mayor shall appoint or designate some person to serve for the Clerk-Treasurer Administrator in that person's absence or inability to serve.] TOWN CLERK.

THE TOWN COUNCIL SHALL APPOINT AN OFFICER OF THE TOWN WHO SHALL HAVE THE TITLE OF TOWN CLERK. THE TOWN CLERK SHALL GIVE NOTICE OF COUNCIL MEETINGS TO ITS MEMBERS AND THE PUBLIC, KEEP THE JOURNAL OF ITS PROCEEDINGS, AND PERFORM SUCH OTHER DUTIES AS ARE ASSIGNED BY THIS CHARTER, THE COUNCIL, OR BY STATE LAW.

Section 703. **[Powers and duties of the Clerk-Treasurer. The Clerk-Treasurer shall have the authority to and shall be required to: 36 - 20 (a) Municipal Charters of Maryland oversee the execution and enforcement of the Charter and all Town ordinances. Maintain[; maintain] a record of all the ordinances, resolutions, and Charter amendments of the Town. (b) prepare reports and make recommendations to the Mayor and Town Council regarding the performances of all non-elected officers and employees of the Town. (c) arrange for the taking of minutes of all Mayor and Town Council meetings and keeping [of] a full and accurate account of the proceedings of the Mayor and Town Council including the maintenance of the Town Council's journal. (d) (e) propose an annual budget to be submitted to the Mayor and Town Council. do such other things as the Mayor or Town Council may require or as may be required elsewhere in this Charter. (f) be the chief financial officer of the Town and exercise the financial powers of the Town in accordance with the direction of the Mayor and Town Council. The financial affairs of the Town, except as otherwise provided for in this Charter, shall be administered by the Clerk-Treasurer. (g) supervise and be responsible for the disbursement of all monies and have control over all expenditures to assure that budget appropriations are not exceeded. (h) oversee and maintain the general accounting system for the Town in such a form as the Mayor and Town Council may require, but not contrary to State of [or] federal law. (i)**

submit to the Mayor and Town Council at the end of each month a report of the Town's revenues and expenditures for the previous month and for that portion of the fiscal year fiscal year already past, and at the end of each year and at such other times as required by the Mayor, or the Town Council or pursuant to State or federal laws or this Charter, a complete financial report. (j) (k) ensure that all taxable property within the Town is assessed for taxation. oversee the collection, as may be appropriate, of all taxes, special assessments, license fees, liens and all other revenues of the Town, and all other revenues for whose collection the Town is responsible, and receive any funds receivable by the Town. (l) have custody of all public monies belonging to or under control of the Town, except as to funds in the control of any set of trustees, and have custody of all bonds and notes of the Town. (m) maintain the roll of qualified registered voters for the Town. Charter of the Town of Colmar Manor.] TREASURER.

THE MAYOR SHALL APPOINT A TREASURER OR AN ACCOUNTING FIRM TO ACT AS THE TOWN TREASURER, SUBJECT TO CONFIRMATION BY THE COUNCIL. WHEN AN ACCOUNTING FIRM IS HIRED AS TREASURER, THE FIRM MUST DESIGNATE AN ACCOUNTANT TO ACT AS THE TREASURER FOR PURPOSES OF ANY REQUIREMENT IN LAW OR OTHERWISE THAT THE TOWN HAVE A PERSON FILLING THAT OFFICE; THE PERSON SO DESIGNATED MUST BE APPROVED BY THE TOWN COUNCIL. THE TREASURER SHALL BE THE CHIEF FINANCIAL OFFICER OF THE TOWN, CONDUCT ALL THE FINANCIAL BUSINESS OF THE TOWN, BE THE FINANCIAL ADVISOR TO THE TOWN COUNCIL, THE TOWN MANAGER, ALL DEPARTMENTS, AND OTHER INSTRUMENTALITIES OF TOWN GOVERNMENT.

A. POWERS AND DUTIES OF THE TREASURER. THE TREASURER SHALL HAVE THE AUTHORITY TO AND SHALL BE REQUIRED TO:

1. BE THE CHIEF FINANCIAL OFFICER OF THE TOWN AND EXERCISE THE FINANCIAL POWERS OF THE TOWN IN ACCORDANCE WITH THE DIRECTION OF THE MAYOR AND TOWN COUNCIL. THE FINANCIAL AFFAIRS OF THE TOWN EXCEPT AS OTHERWISE PROVIDED FOR IN THE CHARTER SHALL BE ADMINISTERED BY THE TREASURER.
2. SUPERVISE AND BE RESPONSIBLE FOR THE DISBURSEMENT OF ALL MONIES AND HAVE CONTROL OVER ALL EXPENDITURES TO ASSURE THAT BUDGET APPROPRIATIONS ARE NOT EXCEEDED.
3. OVERSEE AND MAINTAIN THE GENERAL ACCOUNTING SYSTEM FOR THE TOWN IN SUCH A FORM AS THE MAYOR AND TOWN COUNCIL MAY REQUIRE, BUT NOT CONTRARY TO STATE OR FEDERAL LAW.
4. SUBMIT TO THE MAYOR AND TOWN COUNCIL AT THE END OF EACH MONTH A REPORT OF THE TOWN'S REVENUES AND EXPENDITURES FOR THE PREVIOUS MONTH AND FOR THAT PORTION OF THE FISCAL YEAR FISCAL YEAR ALREADY PAST, AND AT THE END OF EACH YEAR AND AT SUCH OTHER TIMES AS REQUIRED BY THE MAYOR, OR THE TOWN COUNCIL OR PURSUANT TO STATE OR FEDERAL LAWS OF THIS CHARTER, A COMPLETE FINANCIAL REPORT.

5. ENSURE THAT ALL TAXABLE PROPERTY WITHIN THE TOWN IS ASSESSED FOR TAXATION.
6. OVERSEE THE COLLECTION, AS MAY BE APPROPRIATE, OF ALL TAXES, SPECIAL ASSESSMENTS, LICENSE FEES, LIENS AND ALL OTHER REVENUES OF THE TOWN, AND ALL OTHER REVENUES FOR WHOSE COLLECTION THE TOWN IS RESPONSIBLE AND RECEIVE ANY FUNDS RECEIVABLE BY THE TOWN.
7. HAVE CUSTODY OF ALL PUBLIC MONIES BELONGING TO OR UNDER CONTROL OF THE TOWN, EXCEPT AS TO FUNDS IN THE CONTROL OF ANY SET OF TRUSTEES AND HAVE CUSTODY OF ALL BONDS AND NOTES OF THE TOWN.
8. DO SUCH OTHER THINGS AS THE MAYOR OR TOWN COUNCIL MAY REQUIRE OR AS MAY BE REQUIRED ELSEWHERE IN THIS CHARTER.

B. THE TREASURER SHALL PROVIDE A BOND WITH SUCH CORPORATE SURETY AND IN SUCH AMOUNT AS THE TOWN COUNCIL MAY REQUIRE.

Section 704. TOWN MANAGER.

- A. TOWN MANAGER; APPOINTMENT; QUALIFICATIONS; COMPENSATION. THE TOWN COUNCIL BY A MAJORITY VOTE OF ITS TOTAL MEMBERSHIP SHALL APPOINT A TOWN MANAGER FOR AN INDEFINITE TERM AND FIX THE MANAGER'S COMPENSATION. THE TOWN MANAGER SHALL BE APPOINTED SOLELY ON THE BASIS OF EDUCATION AND EXPERIENCE IN THE ACCEPTED COMPETENCIES AND PRACTICES OF LOCAL GOVERNMENT MANAGEMENT. ATTENTION SHOULD BE GIVEN TO HOW THE TOWN MANAGER EXPRESSES SUPPORT FOR AND ENACTS SOCIAL EQUITY. THE MANAGER NEED NOT BE A RESIDENT OF THE TOWN OR STATE AT THE TIME OF APPOINTMENT BUT MAY RESIDE OUTSIDE THE TOWN WHILE IN OFFICE ONLY WITH THE APPROVAL OF THE COUNCIL.
- B. REMOVAL. IF THE TOWN MANAGER DECLINES TO RESIGN AT THE REQUEST OF THE TOWN COUNCIL, THE TOWN COUNCIL MAY SUSPEND THE MANAGER BY A RESOLUTION APPROVED BY THE MAJORITY OF THE TOTAL MEMBERSHIP OF THE TOWN COUNCIL. SUCH RESOLUTION SHALL SET FORTH THE REASONS FOR SUSPENSION AND PROPOSED REMOVAL. A COPY OF SUCH RESOLUTION SHALL BE SERVED IMMEDIATELY ON THE TOWN MANAGER. THE TOWN MANAGER SHALL HAVE FIFTEEN DAYS IN WHICH TO REPLY THERETO IN WRITING, AND UPON REQUEST, SHALL BE AFFORDED A PUBLIC HEARING, WHICH SHALL OCCUR NOT EARLIER THAN TEN DAYS NOR LATER THAN FIFTEEN DAYS AFTER SUCH HEARING IS REQUESTED. AFTER THE PUBLIC HEARING, IF ONE IS REQUESTED, AND AFTER FULL CONSIDERATION, THE TOWN COUNCIL BY A MAJORITY VOTE OF ITS TOTAL MEMBERSHIP MAY ADOPT A FINAL RESOLUTION OF REMOVAL. THE TOWN MANAGER SHALL CONTINUE TO RECEIVE FULL SALARY UNTIL THE EFFECTIVE DATE OF A FINAL RESOLUTION OF REMOVAL.

- C. ACTING TOWN MANAGER. BY LETTER FILED WITH THE TOWN CLERK, THE TOWN COUNCIL SHALL DESIGNATE A TOWN OFFICER OR EMPLOYEE TO EXERCISE THE POWERS AND PERFORM THE DUTIES OF TOWN MANAGER DURING THE MANAGER'S TEMPORARY ABSENCE OR DISABILITY; THE TOWN COUNCIL MAY REVOKE SUCH DESIGNATION AT ANY TIME AND APPOINT ANOTHER OFFICER OF THE TOWN TO SERVE UNTIL THE TOWN MANAGER RETURNS.
- D. DUTIES AND POWER OF THE TOWN MANAGER. THE TOWN MANAGER IS THE CHIEF EXECUTIVE OFFICER OF THE TOWN AND IS RESPONSIBLE TO THE MAYOR AND TOWN COUNCIL TO ENSURE THAT ALL ORDINANCES, RESOLUTIONS, AND POLICIES ARE FAITHFULLY EXECUTED IN THE DAY-TO-DAY OPERATIONS OF TOWN BUSINESS AND TO PLAN FOR FUTURE CONSIDERATIONS OF TOWN MANAGEMENT.

THE MANAGER SHALL:

1. PROVIDE FOR THE ENFORCEMENT OF ALL CODES, ORDINANCES, AND RESOLUTIONS OF THE TOWN.
2. APPOINT, SUSPEND, OR REMOVE ALL TOWN EMPLOYEES, EXCEPT DEPARTMENT SUPERVISORS AS OTHERWISE PROVIDED BY THIS CHARTER;
3. DIRECT AND SUPERVISE THE ADMINISTRATION OF ALL DEPARTMENTS, OFFICES AND AGENCIES OF THE TOWN, OF THE DEPARTMENT HEADS AND EMPLOYEES OF THE TOWN, EXCEPT FOR THE POLICE DEPARTMENT;
4. PREPARE REPORTS AND MAKE RECOMMENDATIONS TO THE MAYOR AND TOWN COUNCIL REGARDING THE PERFORMANCES OF ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE TOWN.
5. MAKE RECOMMENDATIONS TO THE TOWN COUNCIL CONCERNING THE AFFAIRS OF THE TOWN AND FACILITATE THE WORK OF THE TOWN COUNCIL IN DEVELOPING POLICY;
6. MAKE AVAILABLE AND ACCESSIBLE SUCH OTHER REPORTS AS THE TOWN COUNCIL MAY REQUIRE CONCERNING OPERATIONS;
7. PROVIDE STAFF SUPPORT TO THE MAYOR AND COUNCIL MEMBERS;
8. ASSIST THE COUNCIL IN DEVELOPING LONG-TERM GOALS FOR THE TOWN AND STRATEGIES TO IMPLEMENT THESE GOALS;
9. ENCOURAGE AND PROVIDE STAFF SUPPORT FOR PARTNERSHIPS WITH COMMUNITY ORGANIZATIONS AND FOR REGIONAL AND INTERGOVERNMENTAL COOPERATION AND EQUITABLE PROGRAMMING;
10. PROMOTE PARTNERSHIPS AMONG COUNCIL, STAFF, AND COMMUNITY MEMBERS IN DEVELOPING PUBLIC POLICY AND BUILDING A SENSE OF COMMUNITY; AND
11. PERFORM SUCH OTHER DUTIES AS ARE SPECIFIED IN THIS CHARTER OR MAY BE REQUIRED BY THE TOWN COUNCIL.

**Section 705. Town Attorney. [The Town Attorney shall be a member of the Bar of the Maryland Court of Appeals. The Town Attorney shall be the legal advisor of the Town and**

**shall perform such duties in this connection as may be required by the Mayor or Council. The Town Council shall have the power to employ such legal consultants as it deems necessary from time to time.]** THE MAYOR SHALL APPOINT AN ATTORNEY OR A LAW FIRM AS TOWN ATTORNEY, SUBJECT TO CONFIRMATION BY THE COUNCIL. WHEN A LAW FIRM IS HIRED AS TOWN ATTORNEY, THE FIRM MUST DESIGNATE AN ATTORNEY TO ACT AS THE TOWN ATTORNEY FOR PURPOSES OF ANY REQUIREMENT IN LAW OR OTHERWISE THAT THE TOWN HAVE A PERSON FILLING THAT OFFICE; THE PERSON SO DESIGNATED MUST BE APPROVED BY THE TOWN COUNCIL. THE TOWN ATTORNEY SHALL BE THE CHIEF LEGAL OFFICER OF THE TOWN, CONDUCT ALL LEGAL BUSINESS OF THE TOWN, BE THE LEGAL ADVISOR TO THE COUNCIL, THE TOWN MANAGER, ALL DEPARTMENTS, AND OTHER INSTRUMENTALITIES OF THE TOWN GOVERNMENT. THE TOWN ATTORNEY MAY, WITH THE APPROVAL OF THE COUNCIL, TEMPORARILY EMPLOY SPECIAL LEGAL COUNSEL AT OTHER LAW FIRMS TO WORK ON ISSUES OF AN EXTRAORDINARY NATURE WHEN THE WORK TO BE DONE IS OF SUCH CHARACTER OR MAGNITUDE AS TO REQUIRE SERVICES IN ADDITION TO THOSE REGULARLY PROVIDED BY THE TOWN ATTORNEY. THE TOWN ATTORNEY SHALL SERVE UNTIL REMOVED FROM OFFICE BY THE TOWN COUNCIL.

**Section 706. [Police coordinator. The police coordinator shall be appointed by the Mayor with the approval of the Town Council. The duties of the police coordinator and other police employees shall be to preserve the peace and order of the Town and enforce the public general laws of the State of Maryland as well as the public local laws and ordinances passed by the Town Council. Written rules and regulations shall be promulgated for the Town police, in [ . In] the event of any inconsistency between the Charter or Town ordinances and the police rules and regulations, such inconsistency shall be resolved in favor of the Charter or Town ordinances.] CREATION OF DEPARTMENTS.**

- A. THE TOWN COUNCIL MAY ESTABLISH TOWN DEPARTMENTS, OFFICES, OR AGENCIES IN ADDITION TO THOSE CREATED BY THIS CHARTER, AND MAY PRESCRIBE THE FUNCTIONS OF ALL DEPARTMENTS, OFFICES, AND AGENCIES. NO FUNCTION ASSIGNED BY THIS CHARTER TO A PARTICULAR DEPARTMENT, OFFICE, OR AGENCY MAY BE DISCONTINUED OR, UNLESS THIS CHARTER SPECIFICALLY PROVIDES, ASSIGNED TO ANY OTHER.
- B. DIRECTION BY TOWN MANAGER. ALL DEPARTMENTS, OFFICES, AND AGENCIES UNDER THE DIRECTION AND SUPERVISION OF THE TOWN MANAGER SHALL BE ADMINISTERED BY AN OFFICER APPOINTED BY AND SUBJECT TO THE DIRECTION AND SUPERVISION OF THE MANAGER. WITH THE CONSENT OF TOWN COUNCIL, THE TOWN MANAGER MAY SERVE AS THE HEAD OF ONE OR MORE SUCH DEPARTMENTS, OFFICES, AGENCIES, OR MAY APPOINT ONE PERSON AS THE HEAD OF TWO OR MORE OF THEM.

**Section 707. [Personnel authorization and compensation. The Town may employ such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or other State law and to operate the Town government. The Town Council**

shall determine the compensation of all officials and employees of the Town in the adoption of the annual budget resolution. No persons shall be hired, retained or compensated except as previously provided for by the Town Council. Section 708. Employee programs. The Town Council may provide by ordinance for appointments and promotions in the administration on the basis of merit and fitness. To carry out this purpose, the Town Council may adopt such rules and regulations governing the operation of a merit system as it deems desirable or necessary. The Town Council may, by ordinance, provide for or participate in hospitalization, health or dental programs for its employees and to expend public monies of the Town for such programs. The Town Council shall have the power to do all things necessary to include employees within a retirement or pension system under the terms of which they are admissible and to pay the employer's share of the cost of any such retirement or pension system out of the general funds of the Town.] PERSONNEL SYSTEM.

A. MERIT PRINCIPLE.

ALL APPOINTMENTS AND PROMOTIONS OF TOWN OFFICERS AND EMPLOYEES SHALL BE MADE SOLELY ON THE BASIS OF MERIT AND FITNESS DEMONSTRATED BY A VALID AND RELIABLE EXAMINATION OR OTHER EVIDENCE OF COMPETENCE.

B. MERIT SYSTEM.

CONSISTENT WITH ALL APPLICABLE FEDERAL AND STATE LAWS, THE TOWN COUNCIL SHALL PROVIDE BY ORDINANCE FOR THE ESTABLISHMENT, REGULATION, AND MAINTENANCE OF A MERIT SYSTEM GOVERNING PERSONNEL POLICIES NECESSARY FOR EFFECTIVE ADMINISTRATION OF THE EMPLOYEES OF THE TOWN'S DEPARTMENTS, OFFICES AND AGENCIES, INCLUDING BUT NOT LIMITED TO, CLASSIFICATION AND PAY PLANS, EXAMINATIONS, FORCE REDUCTION, REMOVALS, WORKING CONDITIONS, PROVISIONAL AND EXEMPT APPOINTMENTS, IN-SERVICE TRAINING, GRIEVANCES AND RELATIONSHIPS WITH EMPLOYEE ORGANIZATIONS.

[Section 708. Employee programs. The Town Council may provide by ordinance for appointments and promotions in the administration on the basis of merit and fitness. To carry out this purpose, the Town Council may adopt such rules and regulations governing the operation of a merit system as it deems desirable or necessary. The Town Council may, by ordinance, provide for or participate in hospitalization, health or dental programs for its employees and to expend public monies of the Town for such programs. The Town Council shall have the power to do all things necessary to include employees within a retirement or pension system under the terms of which they are admissible and to pay the employer's share of the cost of any such retirement or pension system out of the general funds of the Town.]

Section 2. BE IT FURTHER RESOLVED by the Mayor and Council of the Town of Colmar

Manor that this charter resolution was introduced on the \_\_\_\_\_ day of April 2024, and was

considered for adoption after a public hearing. It is adopted this \_\_\_\_\_, day of \_\_\_\_\_, 2024,

after at least 21 days of prior public notice and shall become effective upon the fiftieth (50<sup>th</sup>) day after its passage by the town unless a petition to referendum is filed in accordance with § 4-304 of the Local Government Article, Annotated Code of Maryland within forty (40) days following its adoption. A complete and exact copy of this charter resolution shall be posted at Town Hall located at 3701 Lawrence Streer, Colmar Manor, MD 20722, for forty (40) days following its adoption by the Mayor and Council and a fair summary of the charter resolution shall be published in the newspaper having general circulation in the town not less than four (4) times at weekly intervals, also within the forty (40) day period following its adoption by the City.

**Section 3.** BE IT FURTHER RESOLVED that within 10 days after the charter resolution hereby enacted becomes effective, either as herein provided or following referendum, the town manager for the Town of Colmar Manor shall send separately, by mail, bearing a postmark from the United States postal service, to the Department of Legislative Services, one copy of the following information concerning the charter resolution: (i) The complete text of this resolution; (ii) the date of referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against this resolution by the Mayor and Council or in the referendum; and (iv) the effective date of the charter resolution.

**Section 4.** BE IT FURTHER RESOLVED that the town manager of the Town of Colmar Manor be, and hereby is, specifically enjoined and instructed to carry out the provisions of Sections 2 and 3 as evidence of compliance herewith; and said town manager shall cause to be affixed to the minutes of this meeting (i) an appropriate certificate of publication of the newspaper in which the fair summary of the charter resolution shall have been published; and (ii)



shall further cause to be completed and executed the municipal charter or annexation resolution registration form.

**Section 5. BE IT FURTHER RESOLVED** that if any provision of this charter resolution or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other application of this charter resolution which can be given effect without the invalid provisions or application, and to this end, all the provisions of this resolution and of the charter are hereby declared to be severable.

**Section 6. BE IT FURTHER RESOLVED** that any provision inconsistent with the amended provisions are hereby repealed.

**INTRODUCED**, by the Mayor and Council of the Town of Colmar Manor, at a regular meeting on the \_\_\_\_ day of April 2024.

**ADOPTED** by the Mayor and Council of the Town of Colmar Manor at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_ 2024.

**EFFECTIVE**, the \_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk