



**Tuesday, January 6, 2026**

**\*Charles County Board of County Commissioners Regular Session (Legislative Day)**

**Charles County Commissioners' Meeting-Hybrid Virtual/In-Person**

The County Commissioners will be holding these public meetings virtually and limited in-person. The public can watch this meeting on Comcast 95 (SD) and 1070 (HD), Verizon FIOS 10, Roku or Apple TV streaming devices (Charles County Government), and the web at [www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov). Residents without internet service can listen to the meeting at 301-645-0500.

**[Link: Live Streaming \(Day of Meeting\)](#)**

**[Link: Meetings on Demand \(Previously Recorded Meetings\)](#)**

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**[9:00 a.m.] Open Session (Hybrid- Virtual and Limited In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)**

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- Call to Order/Pledge of Allegiance
- Roll Call

**Proclamations**

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- **Charles County Proclamations for January 2026**

[2026-01 National Mentoring Month.pdf](#)

[2026-02 National Pan-Hellenic Council Recognition Month.pdf](#)

[2026-03 National School Choice Week.pdf](#)

[2026-04 Catholic Schools Week.pdf](#)

[2026-05 Martin Luther King Jr. Day of Service and Beyond.pdf](#)

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**[10:00 a.m.] Closed Session (Hybrid- Virtual and In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)**

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Closed Session: All or a portion of this session may be closed pursuant to Section 3-305(b)(1)(3)(7)(8) of the General Provisions Article of the Annotated Code of Maryland.

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**[3:00 p.m.] Open Session (Hybrid- Virtual and Limited In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)**

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- Roll Call

## Commissioners' Comments

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### Approval of the Minutes

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- Minutes of December 9, 2025

### Announcement(s)

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- Next Scheduled Session(s): January 13-14, 2026

### Approval Items

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- Budget Amendment(s) and Budget Transfer(s):

(Mr. Samantha Chiriaco, Chief of Budget, Department of Fiscal and Administrative)

[FY2026 Budget Transfer Request #118 Mandated Local Share for Eligible Children in Private Prekindergartenc.pdf](#)

[FY2026 Budget Amendment Increase #339 Transfer Forest Conservation Fee-in-Lieu for Forestryc.pdf](#)

- Martin Luther King, Jr. Breakfast Sponsorship from Community Support Funds

(Ms. Crystal Hunt, Chief of Staff-Commissioners' Office)

[Documents.pdf](#)

- Letter to Maryland Stadium Authority Regarding Blue Crab Stadium

(Ms. Deborah Hall, Acting County Administrator, Office of the County Administrator; and Mr. Jacob Dyer, Director, Department of Fiscal and Administrative Services)

[Blue Crabs CC MSA Letter\\_December 2025\\_DRAFT.pdf](#)

- Letter of Request: To Charles County Public Schools Related to Swimming Pools in the Schools

(Ms. Kelli Beavers, Director, and Mr. Sam Drury, Deputy Director, Department of Recreation, Parks and Tourism; and Mr. Jacob Dyer, Director, Department of Fiscal and Administrative Services)

[Letter to CCPS RE Swimming Pools 2025.12.09 FINAL.pdf](#)

- Action on Boards and Commissions

### Briefings-Afternoon

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- Briefing and Request to Introduce and Schedule a Public Hearing: Proposed Bill 2026-01 Compensation for County Commissioners

(Ms. Terrah Dews, Associate County Attorney, Office of the County Attorney for Charles County)

[Compensation Commission Legislation 2026.pdf](#)

[Signed Compensation Commission Resolution 2025.pdf](#)

- Update: Goals and Objectives-Resiliency and Sustainability

(Department of Public Works, and Department of Planning and Growth Management)

[Goals and Objectives Main Page](#)

- **Discussion: Sworn Charles County Sheriff's Office Bonus for Fraternal Order of Police Bargaining Unit Members**

(Commissioner Bowling, Mr. Jacob Dyer, Director, Department of Fiscal and Administrative Services; Ms. Deborah Hall, Acting County Administrator, Office of the County Administrator)

**Commissioners' New Business**

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**[5:00 p.m.] Commissioners' Public Comment Session**

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The Board of Commissioners will receive public comments as part of its normal agenda for this meeting today.

Each speaker will be called up to share their comments in the order that they signed up, and will be limited to three minutes, after which the Clerk will call up the next person on the list.

- [Link to View Public Comments](#)

**Registration for Commissioners' Public Comment Session**

**In-person:** Speaker sign-up will begin at 4:30 p.m. at the Charles County Government Building (200 Baltimore Street, La Plata).

**Virtually:** Call (240) 776-6709, between 8 a.m. to 4:00 p.m. on Tuesday, January 6, 2026, to register to speak. Once registered, citizens will receive a virtual link to present comments. If you are not available to speak when your name is announced, we have the right to move on to the next caller. Each speaker will be allotted three (3) minutes.

**Adjournment**

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**AGENDAS ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE**

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# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Proclamations

**AGENDA SECTION:** Proclamations

**SUBJECT:** • Charles County Proclamations for January 2026

### SUGGESTED ACTION:

### ATTACHMENTS:

2026-01 National Mentoring Month.pdf

2026-02 National Pan-Hellenic Council Recognition Month.pdf

2026-03 National School Choice Week.pdf

2026-04 Catholic Schools Week.pdf

2026-05 Martin Luther King Jr. Day of Service and Beyond.pdf



# County Commissioners of Charles County

## PROCLAMATION 2026-01

### National Mentoring Month

WHEREAS, January 2026 will mark the 24<sup>th</sup> anniversary of National Mentoring Month, a time when communities come together to ignite the passions of our youth and help them turn their dreams into reality; and

WHEREAS, this annual observance highlights the need for mentors, underscores the importance of collective efforts to increase the number of mentors to help ensure positive outcomes for our youth; and

WHEREAS, research shows that youth who meet regularly with mentors are; more than 52 percent less likely than their peers to skip a day of school, are 46 percent less likely than their peers to start using drugs, and 27 percent less likely to start drinking; and

WHEREAS, youth who face opportunity gaps but have a mentor are 55 percent more likely to enroll in college than those without a mentor; and

WHEREAS, Charles County recognizes National Mentoring Month as a time to recognize the transformative power of mentorship, call attention to the ongoing need for mentors in our community and, express gratitude to the many residents who dedicate their time and talents to guiding our youth.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, do hereby proclaim January 2026 as NATIONAL MENTORING MONTH in Charles County and encourage all residents to recognize the importance of mentorship, support mentoring initiatives, and consider becoming mentors to help strengthen the future of our community.

COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND

Reuben B. Collins, II, Esq., President

Ralph E. Patterson, II, M.A., Vice President  
District 4

Gilbert O. Bowling, III  
District 1

Thomasina O. Coates, M.S.  
District 2

Amanda M. Stewart, Ed.D.  
District 3



Attest:

John Adelodun, Assistant Clerk to the Commissioners



# County Commissioners of Charles County

## PROCLAMATION 2026-02

### National Pan-Hellenic Council Recognition Month

WHEREAS, the National Pan-Hellenic Council (NPHC), colloquially known as the "Divine Nine" (D9), is a collaborative umbrella council composed of historically African American fraternities and sororities; and

WHEREAS, the NPHC was formed as a permanent organization on May 10, 1930 on the campus of Howard University, in Washington, D.C. ; and

WHEREAS, the founding members of the NPHC were Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, and Zeta Phi Beta. The council's membership expanded as Alpha Phi Alpha (1931), Phi Beta Sigma (1931), Sigma Gamma Rho (1937), and Iota Phi Theta (1996) joined this coalition of Black Greek letter organizations; and

WHEREAS, each of the nine NPHC organizations evolved during a period when African Americans were being denied essential rights and privileges afforded others. Racial isolation on predominantly white campuses and social barriers of class on all campuses created a need for African Americans to align themselves with other individuals sharing common goals and ideals; and

WHEREAS, the African American (Black) Greek-lettered organization movement took on the personae of a haven and outlet, which could foster brotherhood and sisterhood in the pursuit to bring about social change through the development of social programs that would create positive change for Blacks and the country; and

WHEREAS, today these fraternities and sororities have a continued demonstrated commitment to serving their fellow residents through programs of human service, outreach, mentorship and community and public service.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, do hereby proclaim January 2026 as National Pan-Hellenic Council Recognition Month in Charles County and do commend this observance to all our residents.



COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND

Reuben B. Collins, II, Esq., President

Ralph E. Patterson, II, M.A., Vice President  
District 4

Gilbert O. Bowling, III  
District 1

Thomasina O. Coates, M.S.  
District 2

Amanda M. Stewart, Ed.D.  
District 3

Attest:

John Adelodun, Assistant Clerk to the Commissioners



# County Commissioners of Charles County

## PROCLAMATION 2026-03

### National School Choice Week

WHEREAS, every child in Charles County deserves access to the highest-quality education possible to support lifelong success; and

WHEREAS, National School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness on the need for effective educational choices; and

WHEREAS, Charles County is home to a wide range of high-quality educational options including public and nonpublic schools, as well as families who choose to educate their children at home, allowing parents to select the learning environment that best meets their children's needs; and

WHEREAS, educational choice strengthens our community by encouraging innovation, expanding opportunity, and contributing to a diverse and resilient economy; and

WHEREAS, Charles County has many high-quality teaching professionals and recognizes the important role that effective education plays in preparing all students to be successful adults.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, do hereby proclaim January 25 - 31, 2026 as National School Choice Week in Charles County, and encourage all residents to support and acknowledge the importance of educational choice in our community.

COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND

Reuben B. Collins, II, Esq., President

Ralph E. Patterson, II, M.A., Vice President  
District 4

Gilbert O. Bowling, III  
District 1

Thomasina O. Coates, M.S.  
District 2

Amanda M. Stewart, Ed.D.  
District 3



Attest:

John Adelodun, Clerk to the Commissioners



# County Commissioners of Charles County

## PROCLAMATION 2026-04

### Catholic Schools Week

WHEREAS, Catholic Schools Week is an annual, nationwide celebration of Catholic education in the United States; and

WHEREAS, the three Catholic elementary schools serving the Charles County region within the Archdiocese of Washington: Archbishop Neale School, St. Mary's Bryantown, and St. Peter's School, represent an important and respected segment of the County's educational community; and

WHEREAS, these Catholic schools provide excellent academic programs, promote moral and spiritual values, and foster self-discipline grounded in respect, serving hundreds of students each academic year; and

WHEREAS, the success of Catholic schools is rooted in the formation of caring and supportive communities of parents, teachers, administrators, students and staff dedicated to academic excellence and a commitment to developing moral values; and

WHEREAS, the theme for 2026 is "Catholic Schools: United in Faith and Community" emphasizes unity and the role of Catholic schools in forming students in faith, mind, and spirit, with a focus on holiness through ordinary life, service, and family involvement; and

WHEREAS, Catholic schools in Charles County have demonstrated a strong commitment to serving their communities through programs of outreach and human service.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, do hereby proclaim January 25 - 31, 2026 as Catholic Schools Week in Charles County and encourage all residents to recognize the contributions of Catholic schools to education, community service, and character development throughout our County.

COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND

Reuben B. Collins, II, Esq., President

Ralph E. Patterson, II, M.A., Vice President  
District 4

Gilbert O. Bowling, III  
District 1

Thomasina O. Coates, M.S.  
District 2

Amanda M. Stewart, Ed.D.  
District 3

Attest:

John Adelodun, Assistant Clerk to the Commissioners



# County Commissioners of Charles County

## PROCLAMATION 2026-05

### Martin Luther King, Jr. Day of Service and Beyond

WHEREAS, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the ongoing work of building a more perfect union; and

WHEREAS, Dr. King's teachings and legacy continue to guide and inspire communities in addressing challenges and work toward fairness, unity and justice; and

WHEREAS, since 1994 millions of Americans have honored the life and work of Dr. Martin Luther King Jr. by serving their neighbors and communities on the King Holiday; and

WHEREAS, the King Day of Service is the primary federal holiday commemorated as a National Day of Service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

WHEREAS, residents are encouraged to make the King Holiday a day *on*, not a day *off* and celebrate this year's theme, "Mission Possible II: Building Community, Uniting a Nation the Nonviolent Way," which honors Dr. King's unwavering dedication to justice, compassion and equality through nonviolent action.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, do hereby proclaim January 19, 2026, as **Martin Luther King, Jr. Day of Service and Beyond** in Charles County, and encourage all residents to honor Dr King's legacy through acts of service, civic engagement, and a continued commitment to strengthening our community throughout the year.

COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND

Reuben B. Collins, II, Esq., President

Ralph E. Patterson, II, M.A., Vice President  
District 4

Gilbert O. Bowling, III  
District 1

Thomasina O. Coates, M.S.  
District 2

Amanda M. Stewart, Ed.D.  
District 3

Attest:

John Adelodun, Assistant Clerk to the Commissioners

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Minutes

**AGENDA SECTION:** Approval of the Minutes

**SUBJECT:**

- Minutes of December 9, 2025

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Announcement: Next Scheduled Commissioners' Session(s)

**AGENDA SECTION:** Announcement(s)

**SUBJECT:** • Next Scheduled Session(s): January 13-14, 2026

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto, Department of Fiscal and Administrative Services

**ITEM TYPE:** Approval Item(s)

**AGENDA SECTION:** Approval Items

**SUBJECT:**

- **Budget Amendment(s) and Budget Transfer(s):**  
(Mr. Samantha Chiriac, Chief of Budget, Department of Fiscal and Administrative)

### **SUGGESTED ACTION:**

### **ATTACHMENTS:**

[FY2026 Budget Transfer Request #118 Mandated Local Share for Eligible Children in Private Prekindergartenc.pdf](#)

[FY2026 Budget Amendment Increase #339 Transfer Forest Conservation Fee-in-Lieu for Forestryc.pdf](#)

# Budget Transfer/Amendment Form

Please fill the form out completely and attach to your transfer/amendment request in MUNIS.

**Date** 12/4/2025

**Submitted by** DFAS

**Department** DFAS

**Funding Request: \$141,860**

**Fiscal Year:**

FY2026

**Category:**

Operating

**Fund:**

General Fund (01)

## **Reason transfer/amendment is requested?**

County Governments are now responsible in paying the local share of the cost for eligible children enrolled in private prekindergarten. This is an unfunded state mandated that began in FY2026. This new change was not entirely communicated by MSDE to the Counties until after the FY2026 budget was adopted. Charles County's share is \$141,853.

## **Reason for availability of funds?**

The Contingency Budget has \$500,000 available.



# Account Central

← R 01540000-560000- | ReserveForContingency ▾

Account	Segment
Status	Type
Active	Expense
	Mult
	No

^ Account Totals

	2026	
Original Budget	500,000.00	6
Transfers	0.00	-6
Revised Budget	500,000.00	
Actual (Memo)	0.00	
Encumbrances	0.00	
Requisitions	0.00	
Available Budget	500,000.00	
Percent Used	0 %	

## Jacob Dyer

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**From:** Alex Reese -MSDE- <alex.reese@maryland.gov>  
**Sent:** Tuesday, December 2, 2025 10:47 AM  
**To:** Jacob Dyer  
**Cc:** Donna Gunning -MSDE-; Kevin Kinnally; Krishnanda Tallur -MSDE-  
**Subject:** Re: MSDE Communication regarding Private Prekindergarten Funding

**[External Content Warning]** This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

Good morning, Jake -

I hope you and your family had a wonderful Thanksgiving.

MSDE is not able to assist local government leaders with presentations to local county boards. MSDE has provided the context, background and updates on this matter to local government CFOs and MACo that can be used to provide updates to the local county boards. If they have questions that are not addressed by our updates, you can send the questions to us. We will be glad to review and answer them.

Best regards,  
Alex



**Alex Reese (He/Him)**  
**Chief of Staff**  
**Office of the State Superintendent**

O: [\(667\) 406-2280](tel:(667)406-2280)  
C: [\(443\) 826-3819](tel:(443)826-3819)  
[alex.reese@maryland.gov](mailto:alex.reese@maryland.gov)

200 W. Baltimore Street  
Baltimore, Maryland 21201  
[marylandpublicschools.org](http://marylandpublicschools.org)



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On Mon, Dec 1, 2025 at 6:58 PM Jacob Dyer <[DyerJ@charlescountymd.gov](mailto:DyerJ@charlescountymd.gov)> wrote:

Good evening Donna and Alex. Checking in on this request as I haven't heard back from anyone at MSDE. Please advise if anyone from MSDE is willing to participate in my funding request to my board to get the funding needed to support this year's invoice.

Thanks,

Jake

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**From:** Jacob Dyer <[DyerJ@charlescountymd.gov](mailto:DyerJ@charlescountymd.gov)>  
**Sent:** Wednesday, November 19, 2025 7:08:10 AM  
**To:** 'Donna Gunning -MSDE-' <[donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)>; Alex Reese -MSDE- <[alex.reese@maryland.gov](mailto:alex.reese@maryland.gov)>  
**Cc:** Kevin Kinnally <[kkinnally@mdcounties.org](mailto:kkinnally@mdcounties.org)>  
**Subject:** RE: MSDE Communication regarding Private Prekindergarten Funding

Good morning Donna and Alex. I am following up on my request from the October 23<sup>rd</sup> meeting between the County and MSDE that discuss the Private Prekindergarten Funding. During our meeting I requested if MSDE was able to assist with my presentation to the Charles County Board of County Commissioners that will request funding to support our FY2026 bill of \$141,853. Alex said he would get back to me and I haven't heard back. This is my formal request for your assistance. Please advise.

Thanks,

Jake Dyer  
Director of Fiscal & Administrative Services  
Department of Fiscal & Administrative Services  
Charles County Government  
200 Baltimore Street  
La Plata, MD 20646  
301.645.0572

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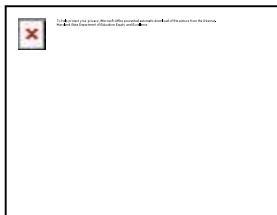
**From:** Donna Gunning -MSDE- <[donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)>  
**Sent:** Friday, October 10, 2025 4:01 PM  
**To:** [extrum99@aacounty.org](mailto:extrum99@aacounty.org); [financeinfo@baltimorecountymd.gov](mailto:financeinfo@baltimorecountymd.gov); [mary.andes@calvertcountymd.gov](mailto:mary.andes@calvertcountymd.gov); Daniel Fox <[dfox@carolinemd.org](mailto:dfox@carolinemd.org)>; [tzaleski@carrollcountymd.gov](mailto:tzaleski@carrollcountymd.gov); Raymond Hamm <[rhamm@cecilcountymd.gov](mailto:rhamm@cecilcountymd.gov)>; Jenifer M. Ellin <[EllinJ@charlescountymd.gov](mailto:EllinJ@charlescountymd.gov)>; [ktolley@docogonet.com](mailto:ktolley@docogonet.com); Weaver, Kelly <[kweaver@frederickcountymd.gov](mailto:kweaver@frederickcountymd.gov)>; Scott Weeks <[sweeks@garrettcounty.org](mailto:sweeks@garrettcounty.org)>; Sandlass, Robert <[rfsandlass@harfordcountymd.gov](mailto:rfsandlass@harfordcountymd.gov)>; Sun, Holly <[hsun@howardcountymd.gov](mailto:hsun@howardcountymd.gov)>; Pat Merritt <[pmerritt@kentgov.org](mailto:pmerritt@kentgov.org)>; [jennifer.bryant@montgomerycountymd.gov](mailto:jennifer.bryant@montgomerycountymd.gov); [saearley@co.pg.md.us](mailto:saearley@co.pg.md.us); [jrank@qac.org](mailto:jrank@qac.org); [vanetta.van.cleave@stmaryscountymd.gov](mailto:vanetta.van.cleave@stmaryscountymd.gov); [csapp@somersetmd.us](mailto:csapp@somersetmd.us); [msparks@talbotcountymd.gov](mailto:msparks@talbotcountymd.gov); [kedlund@washco-md.net](mailto:kedlund@washco-md.net); Kimberly Reynolds <[kreynolds@co.worcester.md.us](mailto:kreynolds@co.worcester.md.us)>; Cennane, Robert <[robert.cennane@baltimorecity.gov](mailto:robert.cennane@baltimorecity.gov)>; [kdreed@baltimorecountymd.gov](mailto:kdreed@baltimorecountymd.gov); Andrew Ondish <[aondish@cecilcountymd.gov](mailto:aondish@cecilcountymd.gov)>; Jacob Dyer <[DyerJ@charlescountymd.gov](mailto:DyerJ@charlescountymd.gov)>; [balloyd@harfordcountymd.gov](mailto:balloyd@harfordcountymd.gov); [bluffman@wicomicocounty.org](mailto:bluffman@wicomicocounty.org); [finance@alleganygov.org](mailto:finance@alleganygov.org); [jbennett@alleganygov.org](mailto:jbennett@alleganygov.org)  
**Cc:** Michael Sanderson <[msanderson@mdcounties.org](mailto:msanderson@mdcounties.org)>; [kkenally@maco.org](mailto:kkenally@maco.org); [ssample@maco.org](mailto:ssample@maco.org)  
**Subject:** MSDE Communication regarding Private Prekindergarten Funding

**[External Content Warning]** This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

County Budget Directors -

MSDE is providing the attached communication addressing concerns expressed by county representatives regarding the local share of private prekindergarten. Please let me know if you have additional questions.

Enjoy your weekend!



**Donna Gunning (She/Her)**

**Chief Financial Officer**

**Division of Finance**

O: (410) 767-0757

C: (443) 717-1782

[donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

200 W. Baltimore Street

Baltimore, Maryland 21201

[marylandpublicschools.org](http://marylandpublicschools.org)



## Jacob Dyer

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**From:** Donna Gunning -MSDE- <[donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)>  
**Sent:** Friday, June 27, 2025 2:53 PM  
**To:** Jacob Dyer  
**Cc:** Joanne M Killian -MSDE-  
**Subject:** Re: FW: FY 2026 Preliminary State Aid Calculations

**[External Content Warning]** This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

I think the intent was to make sure County officials understood these calculations are not final. The final calculations will be distributed shortly.



**Donna Gunning (She/Her)**  
**Assistant State Superintendent**  
**Office of Finance**

O: (410) 767-0757  
C: (443) 717-1782  
[donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

200 W. Baltimore Street  
Baltimore, Maryland 21201  
[marylandpublicschools.org](http://marylandpublicschools.org)



On Fri, Jun 27, 2025 at 2:35 PM Jacob Dyer <[DyerJ@charlescountymd.gov](mailto:DyerJ@charlescountymd.gov)> wrote:

Donna,

Is this the January email you were referring to during our conversation? This was provided to me from our Acting Deputy County Administrator, Jenifer Ellin. The email below does talk about how this will be billed to County Governments directly. However, your email below also says more details will be provided later in the spring. Were those details provided? If so can you please share?

Thanks,

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**From:** Jenifer M. Ellin <[EllinJ@charlescountymd.gov](mailto:EllinJ@charlescountymd.gov)>  
**Sent:** Thursday, January 16, 2025 4:16 PM  
**To:** Jacob Dyer <[DyerJ@charlescountymd.gov](mailto:DyerJ@charlescountymd.gov)>  
**Cc:** Deborah Hall <[HallD@charlescountymd.gov](mailto:HallD@charlescountymd.gov)>  
**Subject:** FW: FY 2026 Preliminary State Aid Calculations

Just making sure you had this.

---

**From:** Donna Gunning -MSDE- <[donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)>  
**Sent:** Thursday, January 16, 2025 3:29 PM  
**To:** [countyadministrator@alleganygov.org](mailto:countyadministrator@alleganygov.org); [exande22@aacounty.org](mailto:exande22@aacounty.org); [dwalker@baltimorecountymd.gov](mailto:dwalker@baltimorecountymd.gov); [julian.willis@calvertcountymd.gov](mailto:julian.willis@calvertcountymd.gov); [jgoldman@carolinemd.org](mailto:jgoldman@carolinemd.org); [rwindham@carrollcountymd.gov](mailto:rwindham@carrollcountymd.gov); [dschneckenburger@cecilcountymd.gov](mailto:dschneckenburger@cecilcountymd.gov); Mark Belton <[BeltonM@charlescountymd.gov](mailto:BeltonM@charlescountymd.gov)>; [jjones@docogonet.com](mailto:jjones@docogonet.com); [jpetersen@frederickcountymd.gov](mailto:jpetersen@frederickcountymd.gov); [knnull@garrettcounty.org](mailto:knnull@garrettcounty.org); [rmccord@harfordcountymd.gov](mailto:rmccord@harfordcountymd.gov); [bganz@howardcountymd.gov](mailto:bganz@howardcountymd.gov); [sherman@kentgov.org](mailto:sherman@kentgov.org); [richard.madaleno@montgomerycountymd.gov](mailto:richard.madaleno@montgomerycountymd.gov); [thjackson@co.pg.md.us](mailto:thjackson@co.pg.md.us); [tmohn@qac.org](mailto:tmohn@qac.org); [david.weiskopf@stmaryscountymd.com](mailto:david.weiskopf@stmaryscountymd.com); [dtaylor@somersetmd.us](mailto:dtaylor@somersetmd.us); [cbstamp@talbotcountymd.gov](mailto:cbstamp@talbotcountymd.gov); [mgordon@washco-md.net](mailto:mgordon@washco-md.net); [bluffman@wicomicocounty.org](mailto:bluffman@wicomicocounty.org); [wyoung@co.worcester.md.us](mailto:wyoung@co.worcester.md.us); [faith.leach@baltimorecity.gov](mailto:faith.leach@baltimorecity.gov); [extrum99@aacounty.org](mailto:extrum99@aacounty.org); [financeinfo@baltimorecountymd.gov](mailto:financeinfo@baltimorecountymd.gov); [sharon.strand@calvertcountymd.gov](mailto:sharon.strand@calvertcountymd.gov); Daniel Fox <[dfox@carolinemd.org](mailto:dfox@carolinemd.org)>; [deffingham@carrollcountymd.gov](mailto:deffingham@carrollcountymd.gov); Shon McCollum <[smccollum@cecilcountymd.gov](mailto:smccollum@cecilcountymd.gov)>; Jenifer M. Ellin <[EllinJ@charlescountymd.gov](mailto:EllinJ@charlescountymd.gov)>; [ktolley@docogonet.com](mailto:ktolley@docogonet.com); Weaver, Kelly <[kweaver@frederickcountymd.gov](mailto:kweaver@frederickcountymd.gov)>; Scott Weeks <[sweeks@garrettcounty.org](mailto:sweeks@garrettcounty.org)>; spence, kimberly <[kkspence@harfordcountymd.gov](mailto:kkspence@harfordcountymd.gov)>; Sun, Holly <[hsun@howardcountymd.gov](mailto:hsun@howardcountymd.gov)>; Pat Merritt <[pmerritt@kentgov.org](mailto:pmerritt@kentgov.org)>; [jennifer.bryant@montgomerycountymd.gov](mailto:jennifer.bryant@montgomerycountymd.gov); [sjmcgibbon@co.pg.md.us](mailto:sjmcgibbon@co.pg.md.us); [jrank@qac.org](mailto:jrank@qac.org); [joyce.sapp@stmaryscountymd.gov](mailto:joyce.sapp@stmaryscountymd.gov); Faith Redmond <[fredmond@somersetmd.us](mailto:fredmond@somersetmd.us)>; [msparks@talbotcountymd.gov](mailto:msparks@talbotcountymd.gov); [kedlund@washco-md.net](mailto:kedlund@washco-md.net); Kimberly Reynolds <[kreynolds@co.worcester.md.us](mailto:kreynolds@co.worcester.md.us)>; [mara.james@baltimorecity.gov](mailto:mara.james@baltimorecity.gov); [bennett@alleganygov.org](mailto:bennett@alleganygov.org); [finance@alleganygov.org](mailto:finance@alleganygov.org)  
**Cc:** Krishnanda Tallur -MSDE- <[krishnanda.tallur@maryland.gov](mailto:krishnanda.tallur@maryland.gov)>; Mary Pat Fannon <[marypat.fannon@pssam.org](mailto:marypat.fannon@pssam.org)>; Rachel Hise -AIB- <[rachel.hise@maryland.gov](mailto:rachel.hise@maryland.gov)>  
**Subject:** FY 2026 Preliminary State Aid Calculations

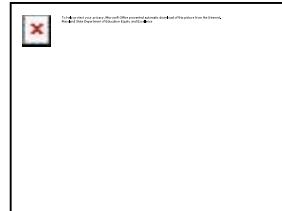
**[External Content Warning]** This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

## County Government Leaders -

The Maryland State Department of Education (MSDE) is releasing the preliminary FY 2026 Major State Aid calculations that reflect the Governor's Allowance. Please note that the calculations are preliminary until the General Assembly passes the fiscal year 2026 budget.

For fiscal year 2026, the local share of prekindergarten for participating providers will be billed to the County Government directly. MSDE will provide more details on this process later in the spring.

For questions, please contact Donna Gunning, Assistant State Superintendent, Financial Planning, Operations and Strategy, at [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov) or 410-767-0757.



### **Donna Gunning (She/Her)**

**Assistant State Superintendent  
Office of Finance**

O: (410) 767-0757

C: (443) 717-1782

[donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov)

200 W. Baltimore Street  
Baltimore, Maryland 21201

[marylandpublicschools.org](http://marylandpublicschools.org)



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**TO:** Michael Sanderson, Executive Director, Maryland Association of Counties

**FROM:** Carey Wright, Ed.D., State Superintendent of Schools

**DATE:** October 10, 2025

**SUBJECT:** Local Share of Publicly Funded Prekindergarten – Private Providers

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### **Background**

In May 2024, the Maryland Association of Boards of Education (MABE) contacted the State Board of Education and the Accountability and Implementation Board (AIB) to request an interpretation of Education Article §5-229(d). Specifically, MABE asked about the respective responsibilities of county boards of education and county governments when distributing funding to public and private prekindergarten providers.

The State Board and AIB responded that the statute requires county boards of education to distribute prekindergarten funding to public providers, §5-229(d)(1), and requires county governments to distribute the local share of funding for private providers to MSDE which, in turn, distributes both the State and local share to the private providers, §5-229(d)(2). The response also noted that, because the maintenance of effort calculation for fiscal year 2025 had included the local share for private providers, county boards and county governments should work together to determine who will distribute those funds to MSDE.

In June 2024, MABE and the Public School Superintendents' Association of Maryland (PSSAM) expressed concerns with the reference to maintenance of effort. MSDE and AIB explained that this was necessary because the fiscal year 2025 calculations were finalized before MABE's inquiry. While county governments had included the local share for private providers in their appropriation to county boards, the local share should have been directed to MSDE consistent with §5-229(d)(2). To remedy the issue, MSDE invoiced county boards of education for the local share of prekindergarten funding for private providers.

MSDE and AIB's response further explained that the local share of prekindergarten funding for private providers would be excluded from the annual maintenance of effort calculations. As a result, county governments would be responsible for distributing to MSDE the local share of prekindergarten funding for private providers. County budget directors received email notification in January 2025 including the preliminary fiscal year 2026 Major State Aid calculations.

### **Current Process**

County boards of education were required to distribute the local share of private provider prekindergarten funding to MSDE in fiscal year 2025 because these funds were included in the annual Maintenance of Effort calculations and were therefore included in the local appropriation provided to county boards from the county governments. Beginning in fiscal year 2026 and beyond, the annual Maintenance of Effort calculations exclude the local share of private provider prekindergarten funding. MSDE will invoice county governments

directly for the local share of private provider prekindergarten funding. County governments will receive a list of students residing in their jurisdiction and attending a private prekindergarten provider along with the total annual local share cost for these students. The total cost can be broken into six bi-monthly payments and county governments have the option of paying the total amount or installments throughout the fiscal year. Installment invoices will be distributed throughout the fiscal year in July, September, November, January, March and May. The total cost must be paid by June of each fiscal year.

### **Next Steps**

In August 2025, county government budget directors shared concerns with MSDE related to the expectation that county governments pay the local share of the cost for eligible children enrolled in private prekindergarten, particularly for fiscal year 2026. County government budget directors shared concerns about the annual Maintenance of Effort calculation as well as communication gaps regarding these process changes. MSDE is resolving the Maintenance of Effort calculation concerns for those counties with required local education funding at the Maintenance of Effort level in fiscal year 2026, fiscal year 2027, and beyond. Counties with required local funding at the Local Share level are not impacted because the Local Share calculation is not based on a prior year appropriation. The Local Share is calculated annually by summing the program-level local share requirements, including eligible adjustments. In fiscal year 2026, 15 counties provide required local education funding at the Maintenance of Effort level.

The fiscal year 2026 Maintenance of Effort calculation is resolved by reducing the fiscal year 2026 invoice for the local share of private prekindergarten. Invoices for those counties with required local education funding at the Maintenance of Effort level will be reduced by the fiscal year 2025 local share of private prekindergarten. The fiscal year 2027 Maintenance of Effort calculation is resolved by including the fiscal year 2025 local share of private prekindergarten as a program shift in the Maintenance of Effort calculation for those counties with required local education funding at the Maintenance of Effort level. This program shift will remove the fiscal year 2025 local share of private prekindergarten from the base calculation of Maintenance of Effort permanently. The attached table details, for the impacted counties, the fiscal year 2025 local share of private prekindergarten funding and the adjustment to the fiscal year 2026 local share of private prekindergarten funding.

In an effort to assist county governments with the fiscal year 2026 costs, MSDE consulted with the Department of Management and Budget (DBM) to identify flexibility options for county governments. DBM has agreed to allow county governments until November 2026 to pay the fiscal year 2026 invoices. County governments may choose to pay the total amount in one payment or in multiple payments. MSDE will distribute installment invoices beginning in November 2025. The total cost for fiscal year 2026 must be paid in full by November 2026.

In January 2026, once the Governor's budget is submitted to the General Assembly, MSDE will release the preliminary fiscal year 2027 Major State Aid calculations to county budget directors at the same time the data is released to the Local Education Agencies (LEAs). The preliminary fiscal year 2027 calculations file will include a separate tab that details the local share of prekindergarten funding for private providers, including estimated student counts and the estimated local share by jurisdiction. In June 2026, after the General Assembly's legislative appropriation is released, MSDE will distribute the final fiscal year 2027 Major State Aid

calculations to the county government budget directors at the same time the information is released to the LEAs.

In July 2026, MSDE will distribute the fiscal year 2027 local share of private prekindergarten funding invoices to county government budget directors. The communication will include a list of eligible students residing in the jurisdiction and a list of participating providers operating in the jurisdiction. The fiscal year 2027 invoice must be paid in full by June 2027.

Thank you for your patience as MSDE worked with State leaders to provide flexibility to county governments in funding the local share of private provider prekindergarten students. Please feel free to contact Donna Gunning, MSDE Chief Financial Officer, with any questions at [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov).

#### Fiscal Year 2026 Local Share of Private Prekindergarten

Local Education Agency	FY 2026 Local Share Private Prekindergarten	FY 2025 Local Share Private Prekindergarten	Final FY 2026 Invoice Local Share Private Prekindergarten
Allegany	14,280	9,345	4,935
Anne Arundel	238,360	159,695	78,665
Baltimore City	963,798	344,840	618,958
Baltimore	2,016,785	1,128,666	888,119
Calvert	39,764	116,354	0
Carroll	444,065	239,768	204,297
Charles	182,964	41,111	141,853
Frederick	663,340	261,807	401,533
Harford	702,565	82,716	619,849
Howard	1,568,411	881,265	687,146
Montgomery	2,467,288	967,066	1,500,222
Queen Anne's	96,147	25,986	70,161
St. Mary's	0	0	0
Wicomico	253,802	109,964	143,838
Worcester	418,282	510,286	0
<b>TOTAL</b>	<b>10,069,851</b>	<b>4,878,869</b>	<b>5,190,982</b>



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August 29, 2024

Michelle Corkadel, President  
Maryland Association of Boards of Education  
621 Ridgely Avenue; Suite 300  
Annapolis, MD 21401

Jeffrey A. Lawson, Ed.D., President  
Public School Superintendent's Association of Maryland  
1217 S. Potomac Street  
Baltimore, MD 21224

Dear Ms. Corkadel and Dr. Lawson:

We are writing in response to your letter dated June 14, 2024, to the Maryland State Board of Education and the Accountability and Implementation Board. In your letter, you object to any connection of the maintenance of effort funding requirement, Md. Code Ann., Educ. § 5-235, to the requirement that county governments pay the local share of publicly funded private prekindergarten directly to the Maryland State Department of Education (MSDE), Md. Code Ann., Educ. § 5-229. This stems from a statement we made in our original response to you dated May 22, 2024, which attempted to capture a factual reality rather than offer a legal interpretation. We stated that “[t]he county’s required appropriation as identified in the annual Maintenance of Effort (MOE) certification for Fiscal Year 2025 already includes the local share for private prekindergarten students.” We appreciate the opportunity to clarify this statement.

For Fiscal Year 2025, county governments included the local share for private prekindergarten students in their appropriation to the county boards of education. Pursuant to § 5-229 of the Education Article, however, this was a mistake. The General Assembly plainly intended the counties to pay the local share directly to MSDE. Had that happened, the local share would not have been included in counties’ annual MOE certifications. What is equally clear is that the General Assembly did not intend direct payments made by counties on behalf of county boards of education to become part of the MOE calculation. For instance, debt service paid directly by the county government to the bond issuer for school construction projects is excluded. Md. Code Ann., Educ. § 5-235(c)(iii). Such direct payments are made in lieu of appropriating funds to the county board of education operating budget.

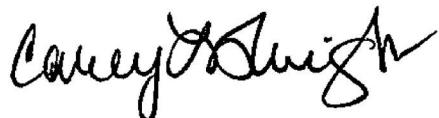
Of relevance here, the MOE statute excludes from the MOE calculation costs of existing programs that are shifted from the county board of education operating budget to the county operating budget. Md. Code Ann., Educ. § 5-235(c)(ii). This is because the MOE funding requirement is anchored to a county government’s annual appropriation to the school operating budget and the county board of education’s responsibility, in turn, to pay costs associated with operating the school system. If a cost and the funds to

pay that cost are not a part of the school operating budget, it would not make sense to include them in the calculation of MOE. For Fiscal Year 2025, county governments appropriated to the county boards of education the local share for publicly funded private prekindergarten students rather than making a direct payment to MSDE.

MSDE expects the county boards of education to remit that local share payment to MSDE upon being invoiced. As noted in our original response, counties and county boards may work together to identify the most efficient way to effectuate payment, but proper calculation of MOE and prompt payment are both necessary to effectuate §§ 5-229 and 5-235 of the Education Article. Beginning in FY26, the MOE calculation will exclude the local share for publicly funded private prekindergarten students. MSDE will advise county governments to distribute the local share payment to MSDE directly. Thank you for your continued support of education and educators in Maryland. Should you have any questions, please contact Donna Gunning, Assistant State Superintendent, Division of Financial Policy Planning, Operations, and Strategy, MSDE, by email at [donna.gunning@maryland.gov](mailto:donna.gunning@maryland.gov) or by phone at 410-767-0757.

If you would like to discuss this matter further, we would welcome the opportunity to meet.

Sincerely,



Carey M. Wright, Ed.D.  
State Superintendent of Schools  
Maryland State Department of Education



Rachel Hise  
Executive Director  
Accountability and Implementation Board

# Budget Transfer/Amendment Form

Please fill the form out completely and attach to your transfer/amendment request in MUNIS.

<b>Date</b>	<u>12/16/2025</u>
<b>Submitted by</b>	<u>Karen Wiggen</u>
<b>Department</b>	<u>PGM</u>

**Funding Request:** Transfer Forest Conservation Fee-in-Lieu to an expense account for use.

**Fiscal Year:** 2026

**Category:** Operating

**Fund:** General Fund (01)

## **Reason transfer/amendment is requested?**

Charles County Government has a cooperative agreement with Chesapeake Bay Trust for the purpose of using its collected Forest Conservation Fee-in-Lieu for forestry purposes as required by State and local code. Per the agreement the Fee-in-Lieu must be transferred to the Chesapeake Bay Trust to implement the applicable projects. Currently the County is requesting funds to pay a project invoice from Chesapeake Bay Trust in the amount of \$30,092. The cooperative agreement is attached.

## **Reason for availability of funds?**

Charles County Government collects Forest Conservation Fee-in-Lieu from permit applicants who cannot meet regulatory forest retention or planting on their property. This money is then required by State and local code to be used for forestry purposes by the County.



## Allison Clements

---

**From:** Paula Proctor  
**Sent:** Wednesday, December 10, 2025 3:57 PM  
**To:** Allison Clements  
**Cc:** Lynn Knaggs; Karen D. Wiggen; Kyle Redden  
**Subject:** FW: Request for Balance - Forest Conservation Fee-in-lieu  
**Attachments:** Invoice 3018 \$30,092.00 11.20.25 (35026).pdf

Hi Allie,

I need to process the attached invoice to send funds to the Chesapeake Bay Trust, the administrators of the Charles County tree planting grant program and two (2) grant winners are waiting for their award money from CBT.

Could you ask Accounting which Account # currently holds the County's Forest Fees-in-lieu money to cover this invoice? According to the emails below, a BTR was needed back in August, and I cannot determine if the BTR went through when I log into Munis.

Thank you,  
Paula

Paula Proctor  
Planning Division  
(301) 396-5237

---

**From:** Karen D. Wiggen <WiggenK@charlescountymd.gov>  
**Sent:** Wednesday, December 10, 2025 3:31 PM  
**To:** Paula Proctor <ProctorP@charlescountymd.gov>  
**Cc:** Lynn Knaggs <KnaggsL@charlescountymd.gov>; Kyle Redden <ReddenK@charlescountymd.gov>  
**Subject:** FW: Request for Balance - Forest Conservation Fee-in-lieu

Hi Paula,

Below are directions from Fiscal about processing a BTR prior to processing a CBT invoice payment. Maybe Allie can help with the BTR.

Thanks,  
Karen

---

**From:** Karen D. Wiggen  
**Sent:** Wednesday, August 13, 2025 3:16 PM  
**To:** Lynn Knaggs <[KnaggsL@charlescountymd.gov](mailto:KnaggsL@charlescountymd.gov)>  
**Cc:** Connor Keech <[KeechC@charlescountymd.gov](mailto:KeechC@charlescountymd.gov)>  
**Subject:** FW: Request for Balance - Forest Conservation Fee-in-lieu

Hi Lynn,

I just met with Bill Deatley, Sam, and Estid on the FC FIL account and they said the balance is **\$264,531.71**. It's slightly lower than the amount shown on Estid's email below because Bill just adjusted a prior invoice into this account that was previously in the wrong account.

Sam said we'll need to create the BTR as shown below once we know the Quaine Tree Planting project is awarded and underway. The BTR will move the needed amount from the Fund Balance account to the Contractor account, which is 35071913.530000. Then we'll process CBT's invoice using the Contractor account. Payments cannot be made directly from the Fund Balance account.

Please let me know if you have any questions.

Thanks,  
Karen

---

**From:** Samantha Chiriaco <[ChiriacoS@charlescountymd.gov](mailto:ChiriacoS@charlescountymd.gov)>

**Sent:** Wednesday, August 13, 2025 2:47 PM

**To:** Karen D. Wiggen <[WiggenK@charlescountymd.gov](mailto:WiggenK@charlescountymd.gov)>

**Cc:** Estid Reedy <[ReedyE@charlescountymd.gov](mailto:ReedyE@charlescountymd.gov)>; TaTanya V. Bowman <[BowmanT@charlescountymd.gov](mailto:BowmanT@charlescountymd.gov)>; William G. Deatley <[DeatleyW@charlescountymd.gov](mailto:DeatleyW@charlescountymd.gov)>

**Subject:** RE: Request for Balance

Hi Karen,

Please see below the accounts needed for the BTR requested:

35071913.490000 increase by amount needed

35071913.530000 increase by account needed

Once the BTR is complete, please charge invoices to 35071913.530000.

If there is anything else you may need, please do not hesitate to reach out.

Thank you!

Sam

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**From:** TaTanya V. Bowman <[BowmanT@charlescountymd.gov](mailto:BowmanT@charlescountymd.gov)>

**Sent:** Tuesday, August 12, 2025 8:50 AM

**To:** Samantha Chiriaco <[ChiriacoS@charlescountymd.gov](mailto:ChiriacoS@charlescountymd.gov)>

**Cc:** Estid Reedy <[ReedyE@charlescountymd.gov](mailto:ReedyE@charlescountymd.gov)>

**Subject:** RE: Request for Balance

Estid looked up the account balance, but Karen is also looking for the account number to charge to. Looks like last time it was charged directly to this account but then a j/e was done to move it out to a different account. There is an email attached to the journal entry (see attachment), where do you want to tell her to charge this item?

2025 ▾

Source	Year	Period	Journal	Amount	Comment	Original
SOY	2025	0	6	-276,383.25	OPENING BALANCE	
API	2025	3	284	15,729.34	CHARLES CO GOV PGM	Details
GEN	2025	3	543	-15,729.34	Correct Invoice Miscoding	

**From:** Estid Reedy <[ReedyE@charlescountymd.gov](mailto:ReedyE@charlescountymd.gov)>

**Sent:** Tuesday, August 12, 2025 8:32 AM

**To:** TaTanya V. Bowman <[BowmanT@charlescountymd.gov](mailto:BowmanT@charlescountymd.gov)>

**Subject:** RE: Request for Balance

There is \$276,383.25

Fund	35	EnvSvc	Acct
Org	35000000	EnvSvc F	Acct name
Object	305019	ResFores	Type
Project		<input type="button" value=""/>	Rollup
			Sub-Rollup

#### 4 Year Comparison

Current Year

History

Yr/Per 2025/12	Fiscal Year 2025		
Original Budget	.00	<input type="button" value=""/>	
Transfers In	.00	<input type="button" value=""/>	
Transfers Out	.00	<input type="button" value=""/>	
Revised Budget	.00		
Actual (Memo)	-276,383.25	<input type="button" value=""/>	
Encumbrances	.00	<input type="button" value=""/>	
Requisitions	.00	<input type="button" value=""/>	
Available	.00		
Percent used	.00		

## Estid Reedy

Budget Analyst

Phone: 301-645-0574

Ext: 2574

[ReedyE@charlescountymd.gov](mailto:ReedyE@charlescountymd.gov)

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**From:** TaTanya V. Bowman <[BowmanT@charlescountymd.gov](mailto:BowmanT@charlescountymd.gov)>  
**Sent:** Monday, August 11, 2025 11:06 AM  
**To:** Estid Reedy <[ReedyE@charlescountymd.gov](mailto:ReedyE@charlescountymd.gov)>  
**Subject:** FW: Request for Balance

Can you assist her?

---

**From:** Karen D. Wiggen <[WiggenK@charlescountymd.gov](mailto:WiggenK@charlescountymd.gov)>  
**Sent:** Monday, August 11, 2025 10:55 AM  
**To:** TaTanya V. Bowman <[BowmanT@charlescountymd.gov](mailto:BowmanT@charlescountymd.gov)>  
**Cc:** Lynn Knaggs <[KnaggsL@charlescountymd.gov](mailto:KnaggsL@charlescountymd.gov)>  
**Subject:** FW: Request for Balance

Hi Tannie,

May I get an update of the balance in 35000000.305019?

We're about to award a project so wanted to be sure the balance hasn't changed.

When we receive the invoice, what account do we write on it for processing payment?

Thanks,

**Karen Wiggen**

**Planner**



Charles County Government  
[Planning and Growth Management](#)  
301-645-0683  
[Request an Appointment](#)  
[Citizen Self Service Portal \(CSS\)](#)

**HOW DID WE DO?** – Take our [Customer Service Survey](#)



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**From:** Marla Chicwak <[ChicwakM@charlescountymd.gov](mailto:ChicwakM@charlescountymd.gov)>

**Sent:** Thursday, January 11, 2024 3:03 PM

**To:** Karen D. Wiggen <[WiggenK@charlescountymd.gov](mailto:WiggenK@charlescountymd.gov)>

**Subject:** RE: Request for Fiscal Note

Hi Karen – the balance in 35000000.305019 is \$268,376.49.

Thank you,



**MARLA CHICWAK**  
Budget Analyst  
**Phone:** 301-885-2758  
[chicwakm@charlescountymd.gov](mailto:chicwakm@charlescountymd.gov)  
200 Baltimore Street  
La Plata, MD 20646  
[www.charlescountymd.gov](http://www.charlescountymd.gov)

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**From:** Karen D. Wiggen <[WiggenK@charlescountymd.gov](mailto:WiggenK@charlescountymd.gov)>

**Sent:** Thursday, January 11, 2024 8:27 AM

**To:** Marla Chicwak <[ChicwakM@charlescountymd.gov](mailto:ChicwakM@charlescountymd.gov)>

**Subject:** RE: Request for Fiscal Note

Ok, sounds good. Thank you! May I get the balance of the fund for my reference?

---

**From:** Marla Chicwak <[ChicwakM@charlescountymd.gov](mailto:ChicwakM@charlescountymd.gov)>

**Sent:** Thursday, January 11, 2024 8:25 AM

**To:** Karen D. Wiggen <[WiggenK@charlescountymd.gov](mailto:WiggenK@charlescountymd.gov)>

**Subject:** RE: Request for Fiscal Note

Hi Karen – since this is just a renewal there would be no need to update the fiscal note.

Thank you,



**MARLA CHICWAK**

Budget Analyst

Phone: 301-885-2758

[chicwakm@charlescountymd.gov](mailto:chicwakm@charlescountymd.gov)

200 Baltimore Street

La Plata, MD 20646

[www.charlescountymd.gov](http://www.charlescountymd.gov)

---

**From:** Karen D. Wiggen <[WiggenK@charlescountymd.gov](mailto:WiggenK@charlescountymd.gov)>

**Sent:** Thursday, January 11, 2024 7:46 AM

**To:** Marla Chicwak <[ChicwakM@charlescountymd.gov](mailto:ChicwakM@charlescountymd.gov)>

**Subject:** RE: Request for Fiscal Note

Hi Marla,

I've provided the attachments. Since we're using the renewal clause in the 2019 agreement, all the terms would be the same.

Thanks for working on this.

**Karen Wiggen**

**Planner**



Charles County Government

[Planning and Growth Management](#)

301-645-0683

[Request an Appointment](#)

[Citizen Self Service Portal \(CSS\)](#)

**HOW DID WE DO?** – Take our [Customer Service Survey](#)



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**From:** Marla Chicwak <[ChicwakM@charlescountymd.gov](mailto:ChicwakM@charlescountymd.gov)>

**Sent:** Thursday, January 11, 2024 7:35 AM

**To:** Karen D. Wiggen <[WiggenK@charlescountymd.gov](mailto:WiggenK@charlescountymd.gov)>

**Subject:** FW: Request for Fiscal Note

Good Morning Karen – can you please forward me whatever you sent Tannie so I can take a look at it? I've never done one of these before but Jake is having all of us in the budget office start doing these so this will be my first.

Thank you,

**MARLA CHICWAK**

Budget Analyst  
Phone: 301-885-2758  
[chicwakm@charlescountymd.gov](mailto:chicwakm@charlescountymd.gov)  
200 Baltimore Street  
La Plata, MD 20646  
[www.charlescountymd.gov](http://www.charlescountymd.gov)

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**From:** Jacob Dyer <[DyerJ@charlescountymd.gov](mailto:DyerJ@charlescountymd.gov)>

**Sent:** Wednesday, January 10, 2024 4:13 PM

**To:** TaTanya V. Bowman <[BowmanT@charlescountymd.gov](mailto:BowmanT@charlescountymd.gov)>; Marla Chicwak <[ChicwakM@charlescountymd.gov](mailto:ChicwakM@charlescountymd.gov)>

**Subject:** RE: Request for Fiscal Note

Thanks. Please have Karen work with Marla on this fiscal note.

---

**From:** TaTanya V. Bowman <[BowmanT@charlescountymd.gov](mailto:BowmanT@charlescountymd.gov)>

**Sent:** Wednesday, January 10, 2024 3:42 PM

**To:** Jacob Dyer <[DyerJ@charlescountymd.gov](mailto:DyerJ@charlescountymd.gov)>

**Subject:** FW: Request for Fiscal Note

Received this request... FYI.

***Tannie Bowman***

Assistant Chief of Budget  
Charles County Government  
Department of Fiscal & Administrative Services  
(PH) 301-645-0680 x2680  
(Fax) 301-645-0505  
200 Baltimore Street  
La Plata, MD 20646  
Email: [bowmant@charlescountymd.gov](mailto:bowmant@charlescountymd.gov)  
[www.charlescountymd.gov](http://www.charlescountymd.gov)

---

**From:** Karen D. Wiggen <[WiggenK@charlescountymd.gov](mailto:WiggenK@charlescountymd.gov)>

**Sent:** Wednesday, January 10, 2024 2:22 PM

**To:** TaTanya V. Bowman <[BowmanT@charlescountymd.gov](mailto:BowmanT@charlescountymd.gov)>

**Cc:** Lynn Knaggs <[KnaggsL@charlescountymd.gov](mailto:KnaggsL@charlescountymd.gov)>

**Subject:** Request for Fiscal Note

Hi Tannie,

In 2018 you provided the attached fiscal note for the attached CBT Forestry Grant agreement. The 2018 agreement allows for a 5-year renewal, so we're preparing a letter for Commissioner Collins and would like to include an updated fiscal note in the transmittal package. May I get an updated fiscal note from FAS for this purpose?

If this is something that could be provided by next Wednesday that would be very helpful.

Thank you for your assistance,

Karen Wiggen

**Planner**



Charles County Government  
[Planning and Growth Management](#)

301-645-0683

[Request an Appointment](#)

[Citizen Self Service Portal \(CSS\)](#)

**HOW DID WE DO?** – Take our [Customer Service Survey](#)



Account Inquiry [Charles County County Commissioners]

Account

Fund	35	...	EnvSvc	Acct	35 .00.00.000.000.0000.0000
Org	35000000	...	EnvSvc F	Acct name	ResForestConservation
Object	305019	...	ResFores	Type	Balance Sheet
Project		...		Rollup	
				Sub-Rollup	
<input type="checkbox"/> MultiYr Fund					

[4 Year Comparison](#)

[Current Year](#)

[History](#)

[4 Year Graph](#)

[History Graph](#)

Yr/Per 2026/01	Fiscal Year 2026		Fiscal Year 2025	
Original Budget	.00		.00	
Transfers In	.00		.00	
Transfers Out	.00		.00	
Revised Budget	.00		.00	
Actual (Memo)	-264,531.71		-264,531.71	
Encumbrances	.00		.00	
Requisitions	.00			
Available	.00		.00	
Percent used	.00		.00	

# BUDGET AMENDMENT REQUEST FORM

Requestor: Paula Proctor

Date: 12/11/2025

BA Label: Forest Conservation Fees-in-lieu

Project Name & Number (if applicable): Transfer to CBT for Tree Planting Grant Awards

Amendment Type:

1 – Exp to Exp or Rev to Rev Transfer  
USE THIS FOR BUDGET TRANSFERS

2 – Rev to Exp Transfer  
USE THIS FOR AMENDMENTS (Increase budget accounts)

**PLEASE NOTE: Option# 3-9 in Munis do not apply to PGM. If you choose one of these options, your BA will be rejected.**

## Why Budget Transfer is Needed Justification:

To process payment for a Chesapeake Bay Trust (CBT) invoice in the amount of \$30,092.00, plus applicable administration fees, for two tree-planting projects under the Charles County Tree Planting Grant Program. The CBT administers this grant on behalf of the County. The planting grants will fund trees planted by the CC Resilience Authority and the PTRC.

## Why Funds Are Available in the “From” Account Justification:

This funding is coming from a fund balance account and will later be moved in a JE. The funds in the account are Forest Conservation Fees-in-lieu paid to the County by builders.

Account # FROM	Amount	Account # TO	Amount
		35071913.530000	\$30,092.00
		35071913.490000	\$30,092.00

**ATTACHMENTS:** Please list attachments provided here

Chesapeake Bay Trust Invoice #03018 in the amount of \$30,092.00; Cooperative Agreement between Charles County and the Chesapeake Bay Trust 5-year Renewal; Original 2019 Agreement

Approver Name

Approver Title

Signature

Date

THIS COOPERATIVE AGREEMENT ("Agreement"), entered into this 15<sup>th</sup> day of January, 2018, by and between the

CHARLES COUNTY COMMISSIONERS  
Charles County Government Building, 200 Baltimore Street  
P.O. Box 2150, La Plata, MD 20646

(“County”)

and

CHESAPEAKE BAY TRUST  
60 WEST STREET, SUITE 405  
ANNAPOLIS, MD 21401

(“Trust”)

WHEREAS, the County and the Trust share the common goal of increasing tree canopy in Charles County,

WHEREAS, the Trust, a nonprofit entity established by the Maryland General Assembly in 1985 to promote public awareness and participation in the restoration and protection of the water quality, aquatic and land resources of the Chesapeake Bay, and other aquatic and land resources of the State, is authorized to contract with non-profits and units of state and local government, including the County; and

WHEREAS, the Trust possesses the technical, financial and managerial capacity to assist the County with the timely and appropriate commitment and expenditure of funds to expedite the implementation of reforestation and tree planting; and

WHEREAS, the Trust has a governance and oversight structure with formal representation from State natural resource agencies and the Maryland General Assembly, and uses technical review committees to review proposals and recommend awards made through its competitive grant programs; and

WHEREAS, the County has chosen the Trust, and the Trust has agreed to perform the work described herein and to be bound by the terms of this Agreement;

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, the parties agree as follows:

#### ARTICLE I. – SCOPE OF WORK

The goal of this Agreement is to implement tree planting and reforestation projects in Charles County. To fulfill its obligations under this Agreement, the Trust shall provide the following services:

- 1) Create a Request for Proposals (RFP) to solicit tree planting and reforestation project proposals within Charles County. Charles County staff will approve the RFP prior to its

release.

- 2) Provide outreach to advertise the RFP. The Trust will take the lead, advised by County staff, on outreach, technical assistance, and project solicitation. The goal will be to identify project locations and project outcomes that would be eligible for expenditure of Charles County Forest Conservation Act fee-in-lieu funds, as approved by the County.
- 3) Organize the review process for proposals submitted through the RFP. The review committee will include Charles County staff, Trust staff, and staff from other appropriate agencies, such as the Maryland Department of Natural Resources Forest Service. Approval of projects to be funded under this Agreement will be made following the Trust and County's approval processes.
- 4) Administer funding through grants and projects
- 5) Report. The Trust will submit bi-annual reports to the County describing the progress on the services described above and providing an accounting of expenditures.

### Work Program

Step 1	Trust releases Round 1 Request for Proposals
Step 2	Trust, advised by County, provides program outreach
Step 3	Proposals become due
Step 4	Trust and County review proposals
Step 5	County confirms amount of Program Funds available for current Round of funding
Step 6	Trust and County select proposals for funding, through grants and/or contracts
Step 7	Trust submits Status Report to County
Step 8	Trust makes award notifications and contract notifications to landowners. Projects begin.
Step 9	Trust submits bi-annual reports to County. (Final Report if all funds expended, Status report if funds still remain)

### ARTICLE II. - CONSIDERATION AND METHOD OF PAYMENT

In consideration for the work performed and services provided by the Trust, the County shall provide funding in the first year of the Agreement of twenty-five thousand dollars (\$25,000), hereinafter known as the "Program Funds." The Trust understands that availability of Program Funds in subsequent years of the agreement is subject to County approval. The County will communicate the amount of Program Funds in the approved County budget via electronic communication from and to key personnel identified in Articles V and VI entitled "Approved Grant Funds" at the beginning of each program year. The administrative fee is 6%. The County may provide additional funds to the Trust for administration upon written approval by both parties of a new budget.

The County shall provide the funds upon County and Trust approval of awards for each award cycle. The Trust shall place the grant funds in an account to be used solely for administering and awarding

funding to grantees. The Trust will report on the project status and the funds spent to the County on a quarterly basis as described above.

The Trust agrees to follow a cost accounting practice, which is in accordance with the standards, principles, and procedures in Code of Maryland Regulation (COMAR) 21.09 and uniform accounting practices of the profession, as acceptable to the County.

### **ARTICLE III. - TERM AND RENEWAL**

The term of this Agreement shall be from January 1, 2019 through December 31, 2023. This agreement shall be renewable for additional terms of five (5) years upon written agreement by both parties.

### **ARTICLE IV. - AGREEMENT REPRESENTATIVES**

The following individuals shall have authority to act under this Agreement for their respective parties:

County:	Jason Groth Planning Director Department of Planning and Growth Management Charles County Government <a href="mailto:GrothJ@charlescountymd.gov">GrothJ@charlescountymd.gov</a> 301-645-0540
Trust:	Jana Davis, Ph.D. Associate Executive Director Chesapeake Bay Trust 410-974-2941 x100 <a href="mailto:jdavis@cbtrust.org">jdavis@cbtrust.org</a>

### **ARTICLE V. - KEY PERSONNEL**

The parties agree that the following named individuals are considered to be essential to the work being performed hereunder and are designated as key personnel who shall be made available to the full extent required to carry out the work under this Agreement:

County:	Erica Hahn Planner II Department of Planning and Growth Management 301-396-5237 x2237 <a href="mailto:HahnE@charlescountymd.gov">HahnE@charlescountymd.gov</a>
---------	--

Trust Emily Stransky  
Program Officer  
Chesapeake Bay Trust  
410-974-2941 x101  
[estransky@cbtrust.org](mailto:estransky@cbtrust.org)

Should these individuals become unavailable during the period of performance, personnel of equivalent capability shall be assigned to complete the work related to this Agreement. Any such substitutions shall require prior written approval by the County, which approval may be denied by the County at its sole discretion, but shall not be unreasonably denied. Should the Trust be unable to provide substitutes acceptable to the County, the County may terminate this Agreement, or at its option, negotiate with the Trust for an acceptable modification in the work and/or payment under the Agreement relative to the loss of such key personnel.

## ARTICLE VI. - MERGER

This Agreement, all exhibits and approved modifications hereto (hereinafter referred to collectively as "Agreement Documents"), embody the entire agreement of the parties. There are no promises, terms, conditions, or obligations referring to the subject matter, other than those contained herein or incorporated herein by reference. The Trust's performance of any work under the Agreement constitutes the Trust's acceptance of all of the Agreement Documents.

## **ARTICLE VII. - AMENDMENT**

This Agreement may only be amended in writing, with the written amendment executed by both parties.

## ARTICLE VIII. – GOVERNING LAW

This Agreement shall be governed by and construed under the laws of the State of Maryland.

## **ARTICLE IX: ACCOUNTING**

- A. **Retention of Records.** The Trust shall retain and maintain all records and documents relating to this Agreement for three years after final payment or any applicable statute of limitations, whichever is longer. Records and documents relating to this Agreement shall include, but not be limited to, all documentation prepared by or for the Grantees in connection with the completion of their Projects.
- B. **Audit.** The Trust shall make available for inspection all records and documents relating to this Agreement upon request of the County. All records and documents relating to this Agreement are subject to audit by the County or an authorized representative of the County. The Trust shall promptly grant access to its facilities to authorized County representative(s) for review of documents, information and interviews of Trust personnel. The Trust will provide to the County upon request copies of any invoices, records,

timesheets, work logs, contracts, or any other documents or information needed in order for the County to comply with State or federal reporting and audit requirements.

C. Payment. Payments to the Trust shall be made in accordance with the terms of the Agreement.

#### **ARTICLE XI. – NO THIRD-PARTY BENEFICIARIES**

Nothing in this Agreement shall be construed to: (1) provide a benefit to any third party; (2) operate in any way as a promise, covenant, warranty, or other assurance to any third party; or (3) create any obligation to any third party.

#### **ARTICLE XII. INDEMNIFICATION**

The Trust shall indemnify, defend, and hold harmless the County, its officers, directors, agents and employees (each, including the County, a “Covered Person”) from and against any and all pending or threatened claims, losses, liabilities, litigation, damage, penalty, expense and demands of every kind and nature whatsoever (any of the foregoing a “Loss”), including, without limitation, the costs as and when incurred of defending any such Loss, and including, without limitation, reasonable attorneys’ fees and disbursements therefore, incurred by a Covered Person resulting from or arising in connection with the performance of this Agreement, caused in part or in whole by any negligent or willful act or omission of the Trust, its officers, agents, employees or representatives. The Trust expressly understands and agrees that any performance bond or insurance protection required by this Agreement or otherwise provided shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. The County does not waive any right or defense, or forebear any action, in connection herewith.

#### **ARTICLE XIII. TERMINATION**

##### *A. Termination for Default*

The County reserves the right to terminate this contract should the Trust default in its responsibilities under this agreement. Any remaining unencumbered funds will be returned to the County within sixty days (60) of the termination by default date.

##### *B. Termination by Convenience*

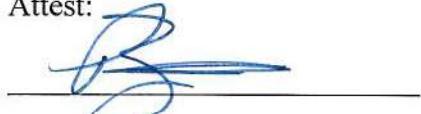
The County at its sole discretion can terminate this contract upon a ninety (90) day notice to the Trust. The County will fulfill its financial obligations for costs incurred and encumbrances made by the Trust covering the period up to the termination date. The Trust at its own discretion can terminate this contract upon a ninety (90) day notice to the County.

IN WITNESS WHEREOF, the parties have executed this Agreement by causing the same to be signed by their duly authorized representatives on the day and year first above written.

ACCEPTED BY COUNTY:

Page 6 of 7

Attest:



County Commissioners of  
Charles County, Maryland

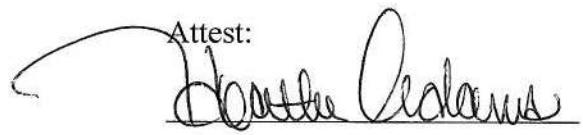
By:



Reuben B. Collins, President

Date: 1-15-19

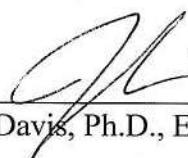
Attest:



ACCEPTED BY TRUST:

Chesapeake Bay Trust

By:



Jana Davis, Ph.D., Executive Director

Date: 12/3/18



# Charles County Commissioners

## REUBEN B. COLLINS, II, ESQ., PRESIDENT

January 31, 2024

Dr. Jana Davis, President  
Chesapeake Bay Trust  
108 Severn Avenue  
Annapolis, MD 21401

Re: Cooperative Agreement between Charles County and the Chesapeake Bay Trust for the Charles County Forestry Grant Program (Dated January 15, 2019)

Dear Dr. Davis,

The above referenced agreement which expired December 31, 2023, contains a provision to renew for an additional term of five (5) years upon written agreement by both parties. Charles County wishes to exercise this provision and extend the term for five (5) years from January 1, 2024, to December 31, 2028.

Please acknowledge your concurrence by signing at the bottom of this page and returning it to Charles Rice, Planning Director, and Karen Wiggen, Planner, at the Charles County Department of Planning & Growth Management.

We look forward to continuing the Forestry Grant Program in partnership with the Chesapeake Bay Trust. If you have any questions, please feel free to contact Charles Rice at 301-645-0651 or Karen Wiggen at 301-645-0683.

Best regards,

---

Reuben B. Collins, II, Esq., President  
County Commissioners of Charles County, MD

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Dr. Jana Davis  
President, of Charles County, Maryland

cc: Marylin Veiman-Echeverria, Chesapeake Bay Trust  
Charles Rice, Charles County Govt., PGM-Planning  
Karen Wiggen, Charles County Govt., PGM-Planning

**CHESAPEAKE BAY TRUST**  
 108 Severn Avenue  
 Annapolis, MD 21403  
 Phone: (410) 974-2941  
 Fax: (410) 269-0387  
 Web: [www.cbtrust.org](http://www.cbtrust.org)



**INVOICE**

<b>DATE</b>
11/20/2025
<b>NUMBER</b>
03018
<b>TOTAL</b>
\$30,092.00
<b> DUE DATE</b>
1/04/2026

*Bill To:*

Charles County Government  
 Dept of Planning & Growth Mgt.  
 200 Baltimore St.  
 LaPlata, MD 20646

**Summary:** FY 26 Forestry Grant Program Additional finding awarded (35026)

**\$30,092.00**

Item	Description	Quantity	Unit Price	Amount
1	Grant Funding	1.00	\$28,389.00	\$28,389.00
2	Administrative Costs	1.00	\$1,703.00	\$1,703.00

35026

Page: 1

Please make checks payable to "Chesapeake Bay Trust" and mail payments to the address listed above.

To ensure prompt credit to your account, please include the invoice number on your remittance.

PLEASE CALL TO CONFIRM REQUESTS FOR CHANGES TO BANKING INSTRUCTIONS (410) 974-2941 X100

EIN: 52-1454182 | Payment Terms: Net 30 | Questions? Please call (410) 974-2941 x108

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto, County Commissioners Office

**ITEM TYPE:** Approval Item(s)

**AGENDA SECTION:** Approval Items

**SUBJECT:**

- Martin Luther King, Jr. Breakfast Sponsorship from Community Support Funds  
(Ms. Crystal Hunt, Chief of Staff-Commissioners' Office)

### SUGGESTED ACTION:

### ATTACHMENTS:

[Documents.pdf](#)



**31ST REV. DR. MARTIN LUTHER KING JR  
ANNUAL PRAYER BREAKFAST  
“THE FIERCE URGENCY OF NOW”  
CHARLESCOUNTYNAACP.ORG**



Monday January 19, 2026  
9:00am-12:00pm  
North Point High School  
2500 Davis Rd, Waldorf, MD 20603

**2026 MLK Sponsorship Packages**

The Charles County Branch of the NAACP has four (4) sponsorship opportunities. Please select the level of participation that best suits your organization or company. We are counting on your patronage to assist with funding many of our valued community service programs.

We thank you in advance for your continued support!

**Sponsorship Opportunities:**

<b>Dupree Monk (Branch President) – US \$2,500.00 (6 participants - first come, first serve)</b>
--

<ul style="list-style-type: none"><li>✓ Acknowledgement during event</li><li>✓ Custom social media graphic</li><li>✓ Acknowledgement on the Branch social media platforms</li><li>✓ Listing in patrons section of the official program journal</li><li>✓ One (1) Full page color ad in official program journal</li><li>✓ Eight (8) event tickets</li></ul>
---

**Salome Howard (Branch President) – US \$1,500.00 (10 participants - first come, first serve)**

- ✓ Acknowledgement on the Branch social media platform
- ✓ Listing in patrons section of the official program journal
- ✓ One (½) page color ad in official program journal
- ✓ Six (6) event tickets

**Rev. B.L. Robinson (Branch President) – US \$500.00 (4 participants-first come, first serve)**

- ✓ Acknowledgement on the Branch social media platform
- ✓ Listing in patrons section of the official program journal
- ✓ One (¼) quarter page color ad in the official program journal
- ✓ Two (2) event tickets

**George Foster (Branch President) – US \$250.00**

- ✓ Acknowledgement on the Branch social media platform
- ✓ Listing in patrons section of the official program journal
- ✓ One (1) event ticket

+++++

#### **Sponsorship Agreement**

Name of Company/Organization:

Contact Name and Title:

Telephone:

Email Address:

\*\*\*\*\*

#### **Please select your desired level of support:**

**\$2,500 - Monk  \$1,500 - Howard  \$500- Robinson  \$250 - Foster**

By submitting this form, I certify that payment in the amount of: \$ \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Please follow the steps below to submit your sponsorship.

1. Complete the form;
2. Email your sponsorship form to: [ccnaacpMLK@gmail.com](mailto:ccnaacpMLK@gmail.com) with a copy of your payment type/receipt and your journal ad if included in the sponsor level you select.
3. **Payment MUST be submitted at the time the form and journal ad is emailed. Form will not be considered complete until the payment is received.**

**Payment Options:**

1. **Check or Money Order** (payable to CCNAACP and mail along with completed form to:  
CCNAACP | Unit #: 7016  
2026 MLK Sponsorship  
3261 Old Washington Road, Suite 2020-G, Waldorf, MD 20602)
2. **Cashapp** to: \$CCNAACP. (In the “For” section, please place: 2026 MLK Sponsorship, the organization’s name purchasing the sponsorship, and your selected sponsorship level (i.e. Monk, Howard, Robinson, Foster)
3. **ZELLE**: [treasurerccnaacp@gmail.com](mailto:treasurerccnaacp@gmail.com) (for the reason line, please place: 2026 MLK Sponsorship, the organization’s name purchasing the sponsorship, and your selected sponsorship level (i.e. Monk, Howard, Robinson, Foster)

Should you have any questions or concerns, please feel free to email our CCNAACP MLK Committee Chair , LaTasha Briscoe, at [me@latashabriscoe.com](mailto:me@latashabriscoe.com) or treasurer at [ccnaacpMLK@gmail.com](mailto:ccnaacpMLK@gmail.com).

# CHARLES COUNTY COMMISSIONERS

Reuben B. Collins, II, Esq., President  
Ralph E. Patterson II, Vice President  
Gilbert O. Bowling, III  
Thomasina O. Coates, M.S.  
Dr. Amanda M. Stewart, M.Ed.



## INTEROFFICE MEMORANDUM

Equal Opportunity Employer

<b>TO:</b>	Reuben B. Collins, II, Esq. <i>RC</i> Commissioner President
<b>THRU:</b>	Crystal Hunt Chief of Staff, Commissioners' Office
<b>FROM:</b>	Christina Ledman Commissioner Specialist
<b>SUBJECT:</b>	Community Support Request – MLK Prayer Breakfast tickets
<b>DATE:</b>	December 4 <sup>th</sup> , 2025

As per SOP CP.CC.01.005, Community Support Policy, I am writing to request the funds for the Salmone Howard Sponsorship for the 2026 Martin Luther King Prayer Breakfast.

Per §5.1 and §5.4 Procedures, I provide the following requirement information:

**Requesting Commissioner:** Please see the attached agenda request in which the full Board voted to make the purchase and have the funds come from the Community Support budget.

**Quotes:** Please see the attached sponsorship invoice for \$1500.00

**Justification:** 4.7 Commissioner Sponsorship of a Charles County Community event or project.

**Total:** \$1500.00

Based upon the dollar amount being request, section § 5.4 states that this request can be approved by Commissioner President.

I appreciate your time, attention, and consideration of this request.

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto, County Administrator's Office

**ITEM TYPE:** Letter of Support

**AGENDA SECTION:** Approval Items

**SUBJECT:**

- Letter to Maryland Stadium Authority Regarding Blue Crab Stadium

(Ms. Deborah Hall, Acting County Administrator, Office of the County Administrator; and Mr. Jacob Dyer, Director, Department of Fiscal and Administrative Services)

## SUGGESTED ACTION:

## ATTACHMENTS:

[Blue Crabs CC MSA Letter\\_December 2025\\_DRAFT.pdf](#)



# Charles County Government

## CHARLES COUNTY COMMISSIONERS

Reuben B. Collins, II, Esq., President  
Ralph E. Patterson, II, M.A., Vice President  
Gilbert O. Bowling, III  
Thomasina O. Coates, M.S.  
Amanda M. Stewart, Ed.D.

**Deborah E. Hall, CPA**  
*Acting County Administrator*

January 6, 2026

Mr. Michael J Frenz, Executive Director  
Maryland Stadium Authority ("MSA")  
The Warehouse at Camden Yards  
333 W. Camden Street, Suite 500  
Baltimore, Maryland 21202

RE: Request for Services at Regency Furniture Stadium, 11765 St. Linus Drive, Waldorf, MD. – Chapter 61 (HB 897) MD Acts of 2022

Dear Mr. Frenz,

Charles County and the Southern Maryland Blue Crabs requests financial and construction management services to the Regency Furniture Stadium from the Maryland Stadium Authority (MSA) pursuant to the Sports Entertainment Facilities Program enacted as Chapter 61 (HB 897) of the Maryland Legislation Acts of 2022.

Regency Furniture Stadium is located in and owned by Charles County and is subject to a long-term concession agreement/lease with The Southern Maryland Blue Crabs professional baseball club as a member of the Atlantic League of Professional Baseball, Inc. ("ALPB") which is and was the first MLB Partner League. Regency Furniture Stadium was opened in 2008 and needs capital improvements to meet both the ALPB and Professional Development League (PDL) facility standards specified by the ALPB/MLB for continued safe operation.

Since 2023, MSA has been working with the Charles County and Southern Maryland Blue Crabs on performing the previously approved preliminary design analysis. This analysis is now complete which has determined that making improvements to the baseball field, as well as, constructing a new clubhouse and training facilities to the Regency Furniture Stadium would be the most advantageous to Charles County and the Southern Maryland Blue Crabs. The total cost estimate for these improvements is approximately \$38 million.

Charles County and the Southern Maryland Blue Crabs request MSA approve the requested scope of work to begin the improvements to Regency Furniture Stadium including MSA financing, and construction management services pursuant to the MSA's Sports Entertainment Facilities Program Policies.

Thank you for your consideration of this request.

Sincerely,

Reuben B. Collins, II, Esq., *President*

Ralph E. Patterson, II, M.A., *Vice President*  
*District 4*

Gilbert O. Bowling, III.  
*District 1*

Thomasina O. Coates, M.S.  
*District 2*

Amanda M. Stewart, Ed.D.  
*District 3*

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto, County Administrator's Office

**ITEM TYPE:** Letter of Request

**AGENDA SECTION:** Approval Items

**SUBJECT:**

- Letter of Request: To Charles County Public Schools Related to Swimming Pools in the Schools  
(Ms. Kelli Beavers, Director, and Mr. Sam Drury, Deputy Director, Department of Recreation, Parks and Tourism; and Mr. Jacob Dyer, Director, Department of Fiscal and Administrative Services)

## SUGGESTED ACTION:

## ATTACHMENTS:

[Letter to CCPS RE Swimming Pools 2025.12.09 FINAL.pdf](#)



# Charles County Government

## CHARLES COUNTY COMMISSIONERS

Reuben B. Collins, II, Esq., President  
Ralph E. Patterson, II, M.A., Vice President  
Gilbert O. Bowling, III  
Thomasina O. Coates, M.S.  
Amanda M. Stewart, Ed.D.

**Deborah E. Hall, CPA**  
*Acting County Administrator*

December 9, 2025

Maria V. Navarro, Ed.D.  
Superintendent of Schools  
Charles County Public Schools  
5980 Radio Station Road  
PO Box 2770  
La Plata, MD 20646

Dear Dr. Navarro,

For years, Charles County residents have relied upon the Charles County Public School (CCPS) system for access to swimming pools. However, the challenge with this model is the necessary limited access and availability to the public. There is a critical need for students to be able to safely engage in aquatic activity within a secure environment, and for CCPS to ensure the highest level of security for our youth during the school day.

Up until the pandemic, our residents could also utilize the pool at the La Plata campus of the College of Southern Maryland (CSM), which closed in 2020. At that time, the CSM pool needed several major improvements and costly renovations. As swimming was no longer a state requirement, the renovation costs and future operation were not supported financially by the state nor recommended by CSM. As a result, Charles County residents have had even more limitations on access to swimming pools, while demand has increased.

During the school year, the public access to the three indoor CCPS pools is generally limited to 3pm to 9pm weekdays and all day on weekends. There are even fewer operational hours during the winter months due to high school swim season. The Department of Recreation, Parks, and Tourism (RPT) have received countless requests for more access for lap swim, leisure swim, swim lessons, swim team practice, swim meets, etc. Our data – taken from the 2022 Land Preservation Parks & Recreation Plan, park master plans, and feasibility studies – all present a clear picture that Charles County residents overwhelmingly want and need more access to aquatic facilities.

In an effort to find a way to meet this need for our residents, the Charles County Board of County Commissioners have set aside some funds needed to design and construct a facility that would have multiple aquatics amenities. This facility would also be able to generate revenue, which will defray some costs. In July 2024, the County purchased the former Sears building at the St. Charles Towne Center to convert it into a Sports

& Wellness Complex. This new amenity will include an indoor competition swimming pool that will allow for daytime use by our residents, year-round. RPT is beginning the project's design phase with the goal of opening the pool by the end of calendar year 2028.

We are truly grateful for the collaboration with and support from CCPS staff on this issue. Since the FY2025 budget adoption, RPT has worked in partnership with CCPS to provide some additional daytime access to indoor pools for our residents during the school year. The FY2026-FY2030 CIP included funding for CCPS to make necessary safety modifications to both the Donald M. Wade Aquatic Center at St. Charles High School and the Lackey High School Indoor Pool to allow for daytime use.

- Effective December 1, 2025, the Wade Aquatic Center is now open for lap swimming every Monday through Friday from 5:30am to 8:30am for five months this school year.
- CCPS's safety modifications to the Lackey High School Indoor Pool will begin in summer 2026 with planned early morning operating hours available in the 2026-2027 school year.

Lastly, in taking a broader look at the future of aquatics in Charles County, we are exploring how and where funds could be invested. Our desire is to both increase and maximize access for the entire community.

As you know, the \$181 million La Plata High School (LPHS) Modernization and Addition capital project includes approximately \$18 million in County funding to build a new indoor pool facility, which was added to the Capital Improvement Plan (CIP) as part of the FY2025 adopted budget. It was requested by County Government leadership that this facility be constructed as a separate building on the LPHS campus in order to meet the safety needs for CCPS students while allowing for daytime pool use by residents.

Due to the County's plans and efforts regarding the Sports & Wellness Complex, we are respectfully requesting that the funding for the LPHS indoor pool facility be removed from the CCPS FY2027-FY2031 CIP request. This will save our taxpayers \$18 million while still addressing their need for additional access to aquatic facilities.

Sincerely,

Reuben B. Collins, II, Esq., *President*

Ralph E. Patterson, II, M.A., *Vice President*  
*District 4*

Gilbert O. Bowling, III.  
*District 1*

Thomasina O. Coates, M.S.  
*District 2*

Amanda M. Stewart, Ed.D.  
*District 3*

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Approval Item(s)

**AGENDA SECTION:** Approval Items

**SUBJECT:**

- Action on Boards and Commissions

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto, Office of the County Attorney

**ITEM TYPE:** Briefing and Request to Introduce

**AGENDA SECTION:** Briefings-Afternoon

**SUBJECT:**

- Briefing and Request to Introduce and Schedule a Public Hearing: Proposed Bill 2026-01 Compensation for County Commissioners  
Ms. Terrah Dews, Associate County Attorney, Office of the County Attorney for Charles County)

## SUGGESTED ACTION:

### ATTACHMENTS:

[Compensation Commission Legislation 2026.pdf](#)

[Signed Compensation Commission Resolution 2025.pdf](#)

# COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND

## 2026 Legislative Session

**Bill No.: 2026-01** \_\_\_\_\_

## **Chapter. No. 27**

Introduced by **County Commissioners of Charles County, Maryland**

Date of Introduction \_\_\_\_\_

## BILL

## AN ACT concerning

## **COMPENSATION FOR COUNTY COMMISSIONERS**

FOR the purpose of

*Enacting the 2025 recommendations of the Charles County Compensation Commission regarding the compensation for the County Commissioners.*

BY repealing and reenacting, with amendments:

## Chapter 27 – COMMISSIONERS, COUNTY

## Section 27-2 C.

*Code of Charles County, Maryland*

**SECTION 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND, that the Laws of Charles County, Maryland read as  
follows:**

## Chapter 27 –Commissioners, County

## 27-2 Salaries and Compensation; business hours established; reimbursement for expenses.

\*\*\*\*\*

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3

4       C. The salary of the President of the County Commissioner is:

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6           [(1) \$62,875.00 FOR calendar year 2023;  
7           (2) \$62,969.00 FOR calendar year 2024;  
8           (3) \$63,064.00 FOR calendar year 2025; and  
9           (4) \$63,159.00 FOR calendar year 2026.]

10

11           (1) \$66,117.00 FOR CALENDAR YEAR 2027;  
12           (2) \$66,117.00 FOR CALENDAR YEAR 2028;  
13           (3) \$66,117.00 FOR CALENDAR YEAR 2029; and  
14           (4) \$66,117.00 FOR CALENDAR YEAR 2030.

15

16       D. The salary for the other County Commissioners is:

17

18           [(1) \$51,957.00 FOR calendar year 2023;  
19           (2) \$51,957.00 FOR calendar year 2024;  
20           (3) \$51,957.00 FOR calendar year 2025; and  
21           (4) \$51,957.00 FOR calendar year 2026.  
22           (1) \$54,555.00 FOR CALENDAR YEAR 2023;  
23           (2) \$54,555.00 FOR CALENDAR YEAR 2024;  
24           (3) \$54,555.00 FOR CALENDAR YEAR 2025; and  
25           (4) \$54,555.00 FOR CALENDAR YEAR 2026.

26

27       **SECTION 2. THE COMPENSATION SET FORTH HEREIN IS APPLICABLE TO THE**  
28       **NEXT SUCCEEDING PRESIDENT AND BOARD OF COUNTY COMMISSIONERS AND**  
29       **SHALL COMMENCE JANUARY 1, 2027.**

30

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**SECTION 3. BE IT FURTHER ENACTED** that this act shall take effect forty-five (45) calendar days after adoption.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

COUNTY COMMISSIONERS  
CHARLES COUNTY, MARYLAND

Reuben B. Collins, II, Esq. President

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## Ralph Patterson, Vice President

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Gilbert O. Bowling, III

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Thomasina O. Coates, M.S.

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Amanda M. Stewart, M.Ed.

ATTEST:

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Carol A. DeSoto, CAP, OM, Clerk

**CHARLES COUNTY COMPENSATION COMMISSION  
RESOLUTION**

**WHEREAS**, the Charles County Commissioners enacted Bill No. 2005-09 on May 2, 2005, establishing the Compensation Commission; and

**WHEREAS**, the Charles County Commissioners voted in open session to appoint the undersigned to the Compensation Commission on May 6, 2025; and

**WHEREAS**, the undersigned members constitute a quorum of the five appointed members of the Compensation Commission, and submitted its report on December 1, 2025; and

**WHEREAS**, the Code of Public Local Laws of Charles County states that the Compensation Commission, by resolution, shall submit its determination for compensation to the Board of County Commissioners;

**NOW, THEREFORE, BE IT RESOLVED**, this 9th day of December, 2025, that the Compensation Commission submits the following determination to the Board of County Commissioners:

The salary of the President of the Board of County Commissioners shall be:  
\$66,117 for calendar year 2027 and each subsequent year.

The salary for the other County Commissioners shall be:  
\$54,555 for calendar year 2027 and each subsequent year.

Subject to the passage of local legislation, the annual stipend for the Animal Matters Hearing Board shall be:

\$2,880 (Chair); \$2,780 (Member)

The annual stipend for the Nuisance Abatement Board shall be:  
\$2,350 (Chair); \$1,900 (Member)

The annual stipend for the Board of Appeals shall be:  
\$2,700 (Chair); \$2,175 (Member)

The annual stipend for the Board of License Commissioners (Liquor Board) shall be:  
\$2,700 (Chair); \$2,175 (Member)

The annual stipend for the Planning Commission shall be:  
\$2,700 (Chair); \$2,175 (Member)

The annual stipend for the Board of Electrical Examiners shall be:  
\$2,450 (Chair); \$2,150 (Member)

The annual stipend for the Police Accountability Board (PAB) shall be:  
\$2,300 (Chair); \$1,875 (Member)

The annual stipend for PAB Members who serve on a Trial Board shall be:  
\$187.50 per each Trial Board meeting

The annual stipend for the Administrative Charging Committee shall be:  
\$2,880 (Chair); \$2,880 (Member)

The annual stipend for the Orphan's Court of Charles County, Maryland shall be:  
\$14,850 (Chief Judge); \$14,250 (Administrative Judge); Travel Stipend: \$500

The stipends shall be paid based on the members presence at the meeting and the member's adherence to the board's attendance policy.

Excused absences may be eligible for compensation.

If a budget freeze occurs in the first fiscal year of implementation, stipends and salaries will remain at current levels until the following fiscal year.

**ADOPTED** this 9<sup>th</sup> day of December, 2025.

*Michelle Lyons*

Michelle Lyons  
Member At Large

*Jude Mutah*

Jude Mutah  
Member from District 4

*Sharlamar Taliaferro-Savannah*  
Sharlamar Taliaferro-Savannah (Dec 10, 2025 18:54:13 EST)

Sharlamar Taliaferro-Savannah  
Member from District 2

Unavailable for signature

Bamidele Bello  
Member from District 1

*Vetoya Smith*  
Vetoya Smith (Dec 9, 2025 17:20:56 EST)

Vetoya Smith  
Member from District 3  
Chairperson

# Charles County Compensation Commission Final Resolution - 12092025

Final Audit Report

2025-12-10

Created:	2025-12-09 (Eastern Standard Time)
By:	Melody Weschler (weschlem@charlescountymd.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAR_rUb8K0QFKMXuU0Ys03QjXgU2R0D9nz

## "Charles County Compensation Commission Final Resolution - 12092025" History

 Document created by Melody Weschler (weschlem@charlescountymd.gov)  
2025-12-09 - 4:21:07 PM EST

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2025-12-09 - 4:22:16 PM EST

 Email viewed by Vetarya Smith (vetoya.smith@gmail.com)  
2025-12-09 - 5:20:27 PM EST

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Signature Date: 2025-12-09 - 5:20:56 PM EST - Time Source: server

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Signature Date: 2025-12-09 - 5:26:22 PM EST - Time Source: server

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2025-12-09 - 5:26:23 PM EST

 Email viewed by Jude Mutah (judemutah@gmail.com)  
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-  Document emailed to Savannah Taliaferro (sharlamar01@gmail.com) for signature  
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2025-12-10 - 6:45:13 PM EST
-  Signer Savannah Taliaferro (sharlamar01@gmail.com) entered name at signing as Sharlamar Taliaferro-Savannah  
2025-12-10 - 6:54:11 PM EST
-  Document e-signed by Sharlamar Taliaferro-Savannah (sharlamar01@gmail.com)  
Signature Date: 2025-12-10 - 6:54:13 PM EST - Time Source: server
-  Agreement completed.  
2025-12-10 - 6:54:13 PM EST



# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto, Department of Planning and Growth Management

**ITEM TYPE:** Goals and Objectives

**AGENDA SECTION:** Briefings-Afternoon

**SUBJECT:**

- Update: Goals and Objectives-Resiliency and Sustainability  
(Department of Public Works, and Department of Planning and Growth Management)

[Goals and Objectives Main Page](#)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** January 6, 2026

**SUBMITTED BY:** Carol DeSoto, County Commissioners Office

**ITEM TYPE:** Approval Item(s)

**AGENDA SECTION:** Briefings-Afternoon

**SUBJECT:**

- **Discussion: Sworn Charles County Sheriff's Office Bonus for Fraternal Order of Police Bargaining Unit Members**  
(Commissioner Bowling, Mr. Jacob Dyer, Director, Department of Fiscal and Administrative Services; Ms. Deborah Hall, Acting County Administrator, Office of the County Administrator)

**SUGGESTED ACTION:**

**ATTACHMENTS:**