



**Town Council
Regular Meeting
June 17, 2025, 6:00 PM**

Agenda

1. Call to Order

1.1. Call to Order

Attendees, please use meeting courtesy. Virtual attendees are asked to mute microphones when joining the meeting. Participants may be muted by the Town Clerk and meetings will be recorded.

In accordance with the Open Meetings Act, the public has the right to view/listen to the discussion only. At their discretion, the Town Council may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via email to Legislative@townoflaplata.org. Individuals wishing to address the Town Council may sign up in advance on the Town's website (Public Communications) or on the meeting sign-up sheet.

Join on your computer, mobile app, or room device.

[Join the meeting now](#)

Meeting ID: 240 806 147 692

Passcode: 2T5Bm6FQ

1.2. Roll Call

1.3. Pledge of Allegiance

1.4. Approval of the Meeting Agenda

2. Approval of Minutes

2.1. Approval of minutes from Regular Meeting on June 10, 2025

3. Petitions, Communications, Appearances and Public Comment

3.1. Public Comment

4. Matters of Council Discussion

4.1. Renewal of Melwood Contract

4.2. Wastewater Treatment Plant Vehicle Purchase

4.3. Goal-Setting Retreat

5. Legislation

5.1. Resolution 25-09 Landscaping Services Agreement Renewal (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Landscaping Services Agreement Renewal

FOR the purpose of authorizing the Town Manager to enter into an agreement with Melwood Horticultural Training Center, Inc., for Landscaping Services; and all matters generally relating thereto.

5.2. Resolution 25-10 Wastewater Treatment Plant Vehicle Purchase (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

Wastewater Treatment Plant Vehicle Purchase

FOR the purpose of authorizing the Town Manager to enter into a contract purchase agreement for the purchase of two new vehicles; and all matters generally relating thereto.

6. New Business

6.1. Reports from the Mayor and Town Council

7. Adjourn

7.1. Adjournment

Town of La Plata

Mayor
Jeannine E. James

Council
Paul C. Guttenberg
Patrick McCormick
Gregory Sampson, Jr.
Tyjon C. Johnson



Town Manager
- Vacant -

Assistant Town Manager
Michelle D. Miner

To: Mayor and Council, Town of La Plata

From: Kristen DeMarr, Public Works Project Manager

Subject: Tilghman & Other Various Town Facilities Groundskeeping - Melwood Contract Renewal Request (FY26)

Date: June 10, 2025

The Department of Public Works is requesting the FY26 Contract Renewal with Melwood Training Center for groundskeeping services for both Tilghman Lake and other various Town Facilities. It is our intent to initiate contract renewal on the first day of the fiscal year 2026, beginning July 1, 2025, and presenting a new contract expiration of June 30, 2026.

Melwood has consistently provided excellent and prompt services to our facilities year after year. In addition, with each annual renewal, the price submitted increases only minimally and has never exceeded the Consumer Price Index (CPI). The attached renewal proposal reflects an increase of only 1.2% from FY25 which is 1.7% under the 2024 CPI increase and 2.6% less than the Employment Cost Index (ECI) 2024 increase.

Should this request for renewal be suitable, please review the attached documents, and sign in acknowledgement and agreement that all terms and conditions presented will remain effective through the renewal contract term dated July 1, 2025 – June 30, 2026. Danny Wood will be available to answer any questions at the upcoming June 17th Council Session. Thank you for your consideration.

Attachments:

1. Melwood FY26 Renewal Cover Letter
2. Melwood FY26 Renewal Proposal - Town of La Plata (Various Facilities: Wills Park, Police Station, Firehouse, Train Station, Park & Ride, and WWTP & Tilghman Lake)

CC: Danny Wood, Acting Director of Public Works
Chuck Stevens, Town Manager
Michelle Miner, Assistant Town Manager
Karina Larsen, Treasurer
Department of Legislative Services

May 30, 2025

Attn: Colleen Wilson
Town of La Plata
305 Queen Anne Street
La Plata, MD 20646

SUBJECT: Annual Renewal of Landscaping Services

REFERENCE: TOWN OF LA PLATA & Tilghman Lake

Ms. Wilson,

Melwood Horticultural Training Center, Inc. hereby submits its price proposal for 1 year for Landscape services at Town of LaPlata and Tilghman Lake. This proposal is for the performance period July 1, 2025, through June 30, 2026, with no changes to the existing scope of work/ current services. Melwood's proposed annual price is \$96,842.09 or \$8,070.17 per month. This is an annual increase of 1.2% or \$1,148.33 from \$95,693.76 to \$96,842.09 annually.

If there are questions or concerns, please feel free to contact Teresa Branch, Contracts Manager, at 240-997-5518, or TBranch@Melwood.org or LaKeisha Webb, Director of Contracts at 202-578-1986 or lwebb@melwood.org. Melwood looks forward to continuing to provide quality service Town of LaPlata and Melwood's mission of empowering individuals with disabilities to transform their own lives.

Sincerely,

Sharon Pardo
VP, Contract Admin & Procurement

CC: Kristin DeMarr,
Town of LaPlata Public Works
Project Manager

ATTACHMENTS:

1. FY 2025-2026 – Price Proposal

2025-2026 Contract Renewal

SUBMITTED BY: Melwood Horticultural Training Center (d/b/a Melwood Enterprises)
CONTRACT/RFP REFERENCE: Town of LaPlata

DATE OF OFFER: June 12, 2025

PERIOD OF PERFORMANCE: July 1, 2025, through June 30, 2026

DESCRIPTION OF SERVICES:

- Prepare and mulch all beds two times a year at Wills Park (not including the playground area), Police Station, Train Station, and Park & Ride.
- Beds will be maintained monthly, as needed, to keep free from weed growth. Snapshot will be applied to deter weed growth.
- All turf areas will be mowed on a weekly basis, as needed. Turf will be maintained between 3" and 5" in length. A variety of equipment will be utilized depending on the areas to be mowed. Mowers with bagging units will be used on all islands and areas where damage to vehicles and buildings is possible due to flying debris. Areas to be serviced are Wills Park (not including the playground area), Police Station, Firehouse, Train Station, Water Treatment Plant, Park & Ride and 4 rental properties (107 S. Maple, 112 & 118 St. Mary Avenue and 302 Queen Ann Street).

Price: Includes labor, equipment, materials, supplies, and supervision

- Mulching of all existing beds - \$8,077.22 annually/ \$673.10 monthly
- Mowing of all turf areas - \$64,501.28 annually/ \$5,375.11 monthly
- Monthly bed maintenance - \$10,582.52 annually/ \$881.88 monthly

Total Cost: \$83,161.02 annually /\$6,930.08 monthly

CONDITIONS: Offer good for 30 days from above date.

Please acknowledge acceptance of this proposal and method of payment below:

Acceptance Signature: _____ Date: _____

Method of Payment: Purchase Order _____ Credit Card _____ Other _____

Credit Card No.: _____ Exp.: _____

Town of LaPlata Grounds Maintenance

Scope of Work

All prices include labor, equipment, materials, supplies, and supervision.

Areas to be serviced:

Wills Park (not including the playground) Police
Station
Firehouse
LaPlata Train Station Park &
Ride
Water Treatment Plant

Prepare and mulch all beds at all six locations (not including the playground area at Wills Park). Beds will have uniform coverage of 3 inches of mulch applied to both spring and fall of the year. Snapshot will be applied to all beds in the spring to deter weed growth.

Beds will be maintained monthly to keep free from weed growth from April through October.

All turf will be mowed on a weekly basis between April 1 and October 31 as needed. Turf will be maintained between 3" and 5" in length. A variety of equipment will be utilized depending on the areas to be mowed. Mowers with bagging units will be used on all islands and other areas to avoid damage to vehicles and buildings due to flying debris, when possible.

FOR QUESTIONS/CLARIFICATIONS – Please contact Mark Rogers 301-599-4568 or mrogers@melwood.org; Teresa Branch 240-997-5518 or email tbranch@melwood.org.

2025- 2026 Contract Renewal

SUBMITTED BY: Melwood Horticultural Training Center (d/b/a Melwood Enterprises)

CONTRACT/RFP REFERENCE: Town of LaPlata-Tilghman Lake

DATE OF OFFER: June 12, 2025

PERIOD OF PERFORMANCE: July 1, 2025-June 30, 2026

DESCRIPTION OF SERVICES:

- All turf areas will be mowed on a weekly basis as needed. Turf will be maintained between 3" and 5" in length. A variety of equipment will be utilized depending on the areas to be mowed. Mowers with bagging units will be used on all islands and other areas to avoid damage to vehicles and buildings due to flying debris, when possible.

Price: Includes labor, equipment, materials, supplies, and supervision

Total Annual Cost: \$13,681.07/per year or \$1,140.09/monthly

CONDITIONS: Offer good for 30 days from above date.

Please acknowledge acceptance of this proposal and method of payment below:

Acceptance Signature: _____ Date: _____

Method of Payment: Purchase Order _____ Credit Card _____ Other _____

Credit Card No.: _____ Exp.: _____

Reviewed By:

Signature: _____ Date: _____

Additional Services:

Trash Pick-up Hourly Rate: \$15.58, per hour

Town of LaPlata Tilghman Lake Grounds Maintenance

Scope of Work

All prices include labor, equipment, materials, supplies, and supervision

Areas to be serviced:

All turf will be mowed on a weekly basis between April 1 and October 31 as needed. Turf will be maintained between 3" and 5" in length. A variety of equipment will be utilized depending on the areas to be mowed. Mowers with bagging units will be used on all islands and other areas to avoid damage to vehicles and buildings due to flying debris, when possible.

Landscape Services - Town of LaPlata - 2025-2026

Increase in price by 1.2%					Total Yearly Cost "RED"	
\$ 665.12	Prior Contract Monthly Price	\$ 673.10	New Contract Monthly Price	- <u>Mulching</u> -	\$ 8,077.22	2026
1.2%		12			\$ 7,981.44	2025
\$ 7.98		\$ 8,077.22	Yearly		\$ 95.78	difference
\$ 673.10	2026					
\$ 5,311.37	Prior Contract Monthly Price	\$ 5,375.11	New Contract Monthly Price	- <u>Mowing</u> -	\$ 64,501.28	2026
1.2%		12			\$ 63,736.44	2025
63.74		\$ 64,501.28	Yearly		\$ 764.84	difference
\$ 5,375.11	2026					
\$ 871.42	Prior Contract Monthly Price	\$ 881.88	New Contract Monthly Price	- <u>Bed</u> -	\$ 10,582.52	2026
1.2%		12			\$ 10,457.04	2025
10.46		\$ 10,582.52	Yearly		\$ 125.48	difference
\$ 881.88	2026					

6 Months

	2022 Yearly	2023 Yearly	2024 Yearly	2025 Yearly	2026 Yearly		2026 Extension	
Town of LaPlata	\$ 79,407.31	\$ 80,237.72	\$ 81,200.61	\$ 82,174.92	\$ 83,161.02		\$ 41,580.51	
Tilghman Lake	\$ 13,200.12	\$ 13,200.16	\$ 13,358.52	\$ 13,518.84	\$ 13,681.07		\$ 6,840.53	
	\$ 92,607.43	\$ 93,437.88	\$ 94,559.13	\$ 95,693.76	\$ 96,842.09	Total Yearly Cost	\$ 48,421.04	6 Months Total
	12	12	12	12	12		6	
	\$ 7,717.29	\$ 7,786.49	\$ 7,879.93	\$ 7,974.48	\$ 8,070.17	Total Monthly Cost	\$ 8,070.17	Total Monthly Cost

	2025	2026	Increase	% Increase
Yearly	\$ 95,693.76	\$ 96,842.09	\$ 1,148.33	1.2%
Monthly	\$ 7,974.48	\$ 8,070.17	\$ 95.69	1.2%

Landscape Services Town of LaPlata - Tilghman Lake - 2025-2026							
Increase in price by 1.2%						Total Yearly Cost "RED"	
\$ 1,126.57	Prior Contract Monthly Price	\$ 1,140.09	New Contract Monthly Price	-	<u>Mowing</u>	-	\$ 13,681.07 2026
1.2%		12					\$ 13,518.84 2025
13.52		\$ 13,681.07 Yearly				\$ 162.23	difference
\$ 1,140.09	2026						



TOWN OF LA PLATA
305 Queen Anne Street
Post Office Box 2268
La Plata, Maryland 20646

MEMORANDUM

To: Mayor and Council
From: Kirk Parks, WWTP Superintendent
Subject: Request for Vehicle Replacement Purchase
Date: June 12, 2025

I am requesting approval for the purchase of two replacement vehicles for the Wastewater Treatment Plant operations. The total budget for this purchase is \$90,000.

Following a review of 13 vendor quotes, we recommend the purchase of the following vehicles based on functionality, availability, and overall value:

- **Ford F-150** – \$49,066
- **Ford Ranger** – \$37,603

The selected vehicles best meet the operational needs of the department. Both trucks will replace aging vehicles currently in service. The outgoing vehicles are still functional and will be repurposed for other uses within the Public Works Department, thereby extending their service life and supporting broader department operations.

The total cost of the recommended purchases is **\$86,669**, which is within the approved budget. Please let me know if additional information is needed to proceed with the purchase.



Katherine Winstead
 La Plata, MD 20646
 C: (301) 392-9880
 H: (301) 392-9880
 kwinstead@townoflaplata.org

**Stock # SLE23777**

2025 Ford Ranger, Body Type: Crew Cab Pickup

Color: Oxford White, 2 Miles VIN:1FTER4PH6SLE23777

Cash

	Balance Due
\$0	\$37,603

MSRP/Retail	\$38,815.00
Discount	\$2,267.01
Selling Price	\$36,547.99
Trade Difference	\$36,547.99
Government Fees	\$22.00
Proc/Doc Fees	\$995.00
Total Taxes	\$37.54
Total Balance Due	\$37,602.53

37,602.53
 + 49,066.00

\$ 86,668.53 ALL IN

Customer Signature

Date

Manager Signature

Date

THIS IS NOT A CONTRACT (Subject to bank approval. Terms subject to change. Bayside discount includes applicable rebates and programs) Not all customers will qualify for all incentives. See dealer for details.



Katherine Winstead
 La Plata, MD 20646
 C: (301) 392-9880
 H: (301) 392-9880
 kwinstead@townoflaplata.org

**Stock # SKE00778**

2025 Ford F-150, Body Type: Crew Cab Pickup

Color: Oxford White, 7 Miles VIN:1FTEW2LP3SKE00778

Cash

	Balance Due
\$0	\$49,066

MSRP/Retail	\$53,815.00
Discount	\$5,815.00
Selling Price	\$48,000.00
Trade Difference	\$48,000.00
Government Fees	\$22.00
Proc/Doc Fees	\$995.00
Total Taxes	\$49.00
Total Balance Due	\$49,066.00

Customer Signature**Date****Manager Signature****Date**

THIS IS NOT A CONTRACT (Subject to bank approval. Terms subject to change. Bayside discount includes applicable rebates and programs) Not all customers will qualify for all incentives. See dealer for details.

Task	Start Date	End Date	Priority
Fund Elimination of Stormwater Maintenance Ticket Backlog	2025-06-01	2026-06-01	High
Standardize Town Communications	2025-06-01	2025-12-01	High
Tourism Zone Ordinance	2025-06-01	2025-12-31	High
Dorchester Community Center Planning	2025-06-01	2025-09-30	High
Town Council Collective Vision	2025-06-01	2025-10-31	High
Sidewalks on Washington Avenue	2025-06-01	2026-08-31	High
Senior Services Needs Assessment	2025-06-01	2025-03-31	High
MOU County Water Purchase	2025-06-01	2025-11-30	High
Community Engagement Strategy	2025-06-01	2025-09-30	High
LEOPS Study Evaluation	2025-06-01	2026-06-01	High
Rules of Procedure Review	2025-06-01	2025-08-01	High
Community Survey and Goal Setting	2025-10-01	2026-01-31	Medium
Update Dashboard for Comp/Strategic Plans	2025-12-01	2026-02-28	Medium
Downtown Partnership Formalization	2025-12-01	2026-03-31	Medium
Main Street Maryland Application	2025-12-01	2026-03-31	Medium
Citizen Request Tracking System	2025-12-01	2026-03-31	Medium
Vacancy Tax Ordinance	2025-12-01	2026-05-31	Medium
Downtown Revitalization Projects	2025-06-01	2026-06-30	Medium
Update Town Code	2025-06-01	2026-06-30	Medium
Create Town Identity	2025-06-01	2026-07-31	Medium
Host Signature Tourism Festival	2025-06-01	2026-10-31	Medium
Charter Amendment: Require Town Manager	2025-06-01	2026-06-01	Long
Charter Amendment: Dept Heads serve Council	2025-06-01	2026-06-01	Long
Strategic Review of Town Property Holdings	2025-06-01	2026-06-01	Long
Election Code Updates	2025-06-01	2026-06-01	Long

COUNCIL OF THE TOWN OF LA PLATA
Resolution 25-09

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: June 17, 2025

Date Adopted:

Date Effective:

A RESOLUTION concerning

Landscaping Services Agreement Renewal

FOR the purpose of authorizing the Town Manager to enter into an agreement with Melwood Horticultural Training Center, Inc., for Landscaping Services; and all matters generally relating thereto.

* * * * *

WHEREAS, the Council of the Town of La Plata desires to provide properly manicured lawns and landscaping at its facilities for its residents; and

WHEREAS, the Council of the Town of La Plata desires lawn and landscaping to be a reliable service for the residents of the Town; and

WHEREAS, the Council of the Town of La Plata has recognized that Melwood Horticultural Training Center, Inc. (Melwood), is a certified Sheltered Workshop and that they provide excellent service to the Town; and

WHEREAS, Melwood proposes to extend the per-year cost to the Town of La Plata with a 1.2 % cost increase; and

WHEREAS, Town Charter § C8-23 and Town Code Chapter 43 requires that all expenditures in excess of twenty thousand dollars (\$20,000), shall be advertised for sealed bids, except for expenditures which the Town Council, by ordinance, has determined are not subject to the sealed bid requirements; and

WHEREAS, Town staff recommends renewal of the existing agreement with Melwood for lawn and landscaping service to ensure continued quality customer service to the Town while providing employment opportunities for people with physical and mental disabilities; and

WHEREAS, Town Code, Chapter 43, Section 43-5, provides for provisions to authorize the bypassing of any or all bid procedure steps in cases which warrant such approval, and to allow the Chief Executive Officer to directly negotiate with any supplier if it is in the best interest of the Town to do so; and

WHEREAS, the Town Council agrees that it is in the best interest of the Town to renew the agreement for landscaping services with Melwood Horticultural Training Center, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that Noel C. Stevens, the Town Manager, is hereby authorized to execute and deliver, on behalf of the Town of La Plata, an Agreement with Melwood Horticultural Training Center, Inc., for Landscaping Services for the sum of ninety-six thousand eight hundred forty-two dollars and nine cents (\$96,842.09) for the period of July 1, 2025, through June 30, 2026.

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Lawrence J. Jones, Jr.
Town Clerk

Tyjon C. Johnson, Councilman

Date_____

Date: _____, 2025

COUNCIL OF THE TOWN OF LA PLATA

Resolution 25-10

Introduced By: Mayor Jeannine E. James, by request

Date Introduced: June 17, 2025

Date Adopted:

Date Effective:

A RESOLUTION concerning

Wastewater Treatment Plant Vehicle Purchase

FOR the purpose of authorizing the Town Manager to enter into a contract purchase agreement for the purchase of two new vehicles; and all matters generally relating thereto.

* * * * *

WHEREAS, the Council of the Town of La Plata desires to provide the appropriate equipment and tools to facilitate the delivery of Town services; and

WHEREAS, the Fiscal Year 2025 Financial Plan/Budget includes funding out of the Town's vehicle reserve fund for the acquisition of replacement vehicles; and

WHEREAS, the Wastewater Treatment Plant staff researched various truck and body configurations/options and solicited quotes for the new vehicles from primary vendors in the region; and

WHEREAS, the Wastewater Treatment Plant staff has evaluated thirteen (13) quotes from four (4) unique vendors and recommends that the Town purchase a 2025 Ford Ranger (Stock #SLE23777) and 2025 Ford F-150 (Stock #SKE00778), with specifications as quoted by Bayside Ford, as their configuration and cost best meet the operational needs of the department; and

WHEREAS, Town Charter §C8-23 requires that all expenditures in excess of twenty thousand dollars (\$20,000), shall be advertised for sealed bids, except for expenditures which the Town Council, by ordinance, has determined are not subject to the sealed bid requirements; and

WHEREAS, the Town solicited bids via an open competitive bidding process consistent with Town procurement policies;

Resolution 25-10

WHEREAS, Town Staff believes the purpose and intent of Town Charter §C8-23 has been met.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF LA PLATA that Noel C. Stevens, the Town Manager, is hereby authorized to execute and deliver, on behalf of the Town of La Plata, a contract purchase agreement with Bayside Ford, for the purchase of a 2025 Ford Ranger and 2025 Ford F-150, with specifications as quoted by Bayside Ford for a total expenditure of eighty-six thousand six hundred sixty-eight dollars and fifty-three cents (\$86,668.53).

SEAL:

COUNCIL OF THE TOWN OF LA PLATA

Jeannine E. James, Mayor

Paul C. Guttenberg, Councilman

Patrick McCormick, Councilman

ATTEST:

Gregory Sampson, Jr., Councilman

Lawrence J. Jones, Jr.
Town Clerk

Tyjon C. Johnson, Councilman

Date_____