



**Town Council  
Regular Meeting**  
March 24, 2026, 6:00 PM  
Council Chambers, La Plata Town Hall  
305 Queen Anne St.  
La Plata MD

**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](mailto: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: 271 095 028 035 62

Passcode: vp3Sh6j2

(Calendar Year 2026)

In accordance with the Code of Maryland, General Provisions, Section 3-302 (Open Meetings Act), notice is hereby given that a portion of this meeting will be held in closed session.

1.2. Roll Call

1.3. Pledge of Allegiance

1.4. Approval of the Meeting Agenda

2. Consent Agenda

2.1. Approval of Minutes from Regular Meeting on February 10, 2026, and February 24, 2026.

- 2.2. Planning Commission Appointment - Ford
- 2.3. Finance Commission Appointment - Dickerson
- 2.4. Adoption of Resolution 26-16 Public Works Department Replacement Work Truck Purchase
- 2.5. Adoption of Resolution 26-18 Town Hall Groundskeeping Services -- Award of Contract
- 2.6. Adoption of Resolution 26-19 Online Payment Platform
3. Petitions, Communications, Appearances and Public Comment
  - 3.1. Public Comment
  - 3.2. Introduction of La Plata Police Department Officers
4. Matters of Council Discussion
  - 4.1. Charles County Public Library - Request for Letter of Support
  - 4.2. Phoenix International, Inc. - Request for Letter of Support
  - 4.3. Budget Work Session Follow-up
5. New Business
  - 5.1. Reports from the Mayor and Town Council
  - 5.2. Notification to Council of Public Office Candidates (Written Only)
  - 5.3. Future Agenda Forecast (Written Only)
6. Adjourn
  - 6.1. Adjournment



**TOWN OF LA PLATA**  
**Town Council Minutes**  
February 24, 2026, 6:00 PM  
Regular Meeting  
Council Chambers, La Plata Town Hall

**PRESENT:** Mayor Jeannine James  
Councilman Paul Guttenberg  
Councilman Patrick McCormick  
Councilman Gregory Sampson, Jr.  
Councilman Tyjon Johnson

**ABSENT:**

**TOWN STAFF:** Chuck Stevens, Town Manager  
Michelle Miner, Assistant Town Manager  
Don Dooley, Director of Planning (virtual)  
Karina Larsen, Town Treasurer  
Matt Norris, Chief of Police  
Kelly Phipps, Director of Legislative Services  
Shelby Pritchett, Town Clerk

**GUESTS:**

1. Call to Order

1.1. Call to Order

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[Join the meeting now](#)

Meeting ID: 271 095 028 035 62

Passcode: vp3Sh6j2

(Calendar Year 2026)

Mayor James called the meeting to order at 6:00 PM.

1.2. Roll Call

The Town Clerk conducted Roll Call.

1.3. Pledge of Allegiance

Mayor James led all assembled in the Pledge of Allegiance.

1.4. Approval of the Meeting Agenda

Councilman Johnson moved to approve the agenda as presented.

Moved By: Tyjon Johnson, seconded by Patrick McCormick.

Ayes: Mayor James, Councilman Guttenberg, Councilman McCormick, Councilman Sampson, Councilman Johnson

Nays: None

Abstained: None

Absent:

**Passed**

2. Public Hearing - Charter Amendment

2.1. Call to Order (Presiding Officer)

Mayor James called the Public Hearing to order at 6:01 PM.

2.2. Review of Public Notices (Town Clerk)

The Town Clerk stated for the record that public notices were advertised in the Southern Maryland newspaper on January 23rd, January 30th, February 6th, and February 13th of 2026, and via the Town's regular notification online platform.

2.3. Summary of Town Staff Report and Recommendation

The Town Manager provided a summary of the proposed Charter Amendments as listed in draft Charter Amendment Resolution 26-07.

2.4. Questions by the Town Council to Town Staff

The Mayor and Town Council stated there were no questions or comments.

2.5. Written Documents Entered into the Record (Town Clerk)

The Town Clerk advised the Mayor that Legislative Services received no written documents to include in the public record.

2.6. Speakers from the Public

No public speakers were present at this meeting.

2.7. Additional Questions by the Town Council

Councilman Johnson requested a statement be included in the minutes record, "as it relates to Section 1 of the resolution, salary of a council member, and Section 2, salary of the Mayor, as submitted in the agenda summary back in October, compensation is defined as base salary, retirement contributions, and, if applicable, Health Care as and if defined by ordinance."

Mayor James requested that the gender language be updated as part of the proposed revision. Specifically, "Councilman" or "Councilmen" should be changed to Councilmember or Councilmembers, and, in section C5-1, the pronouns that read "he" or "his" should be changed to read "he" or "she" and "his" or "her."

## 2.8. Conclusion of Public Hearing

The Town Council reached a consensus to close the public hearing and proceed with legislation.

## 3. Consent Agenda

Councilman Guttenberg moved to approve the consent agenda as presented.

Moved By: Paul Guttenberg, seconded by Tyjon Johnson.

Ayes: Mayor James, Councilman Guttenberg, Councilman McCormick, Councilman Sampson, Councilman Johnson

Nays: None

Abstained: None

Absent:

**Passed**

3.1. Approval of Minutes from Regular Meetings on January 13, 2026, and January 27, 2026.

3.2. Adoption of Resolution 26-11 Historic Preservation Commission Work Plan 2025-2030

## 4. Petitions, Communications, Appearances and Public Comment

### 4.1. Public Comment

No public speakers were present at this meeting.

## 5. Legislation

5.1. Charter Amendment Resolution 26-07 Charter Amendment – Appointment and Compensation of Certain Town Officials (For Introduction and Consideration of Adoption)

**A CHARTER AMENDMENT RESOLUTION** concerning

**Charter Amendment – Appointment and Compensation of Certain Town Officials**

FOR the purpose of amending the Charter of the Town of La Plata to define compensation paid to the Mayor and Town Council; to define conditions of the appointment of the Town Manager and the Town Attorney; and all matters generally relating to the appointment and compensation of said officials.

Councilman Johnson moved to adopt Charter Amendment Resolution 26-07 with amendments updating gender specific language.

Moved By: Tyjon Johnson, seconded by Patrick McCormick.

Ayes: Mayor James, Councilman Guttenberg, Councilman McCormick, Councilman Sampson, Councilman Johnson

Nays: None  
Abstained: None  
Absent:  
**Passed**

The Town Council reached a consensus to accept the interpretation of the term "compensation" as presented by Councilman Johnson during the Public Hearing.

6. New Business

6.1. Reports from the Mayor and Town Council

The Mayor and Town Council reported on activities in their respective boards and commissions, and on current and upcoming events and activities in the town.

6.2. Future Agenda Forecast (Written Only)

7. Adjourn

7.1. Adjournment

Mayor James adjourned the meeting at 6:24 PM.

Submitted by:

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Shelby Pritchett, Town Clerk



**TOWN OF LA PLATA**  
**Town Council Minutes**  
February 10, 2026, 6:00 PM  
Regular Meeting  
Council Chambers, La Plata Town Hall  
305 Queen Anne St.  
La Plata MD

**PRESENT:** Mayor Jeannine James  
Councilman Paul Guttenberg  
Councilman Patrick McCormick  
Councilman Gregory Sampson, Jr.  
Councilman Tyjon Johnson

**ABSENT:**

**TOWN STAFF:** Chuck Stevens, Town Manager  
Michelle Miner, Assistant Town Manager  
Monica Kennedy, Director of Human Resources  
Karina Larsen, Town Treasurer  
Martha Tennison, Accounting Manager  
Matt Norris, Chief of Police (virtual)  
Mike Payne, Major  
Shelby Pritchett, Town Clerk

**GUESTS:** Dan Kenney, Financial Auditor (Virtual)

1. Call to Order

1.1. Call to Order

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(Calendar Year 2026)

Mayor James called the meeting to order at 6:00 PM.

1.2. Roll Call

The Town Clerk conducted Roll Call.

1.3. Pledge of Allegiance

Mayor James led all assembled in the Pledge of Allegiance.

1.4. Approval of the Meeting Agenda

Councilman Guttenberg moved to approve the agenda as presented.

Moved By: Paul Guttenberg, seconded by Patrick McCormick.

Ayes: Mayor James, Councilman Guttenberg, Councilman McCormick, Councilman Sampson, Councilman Johnson

Nays: None

Abstained: None

Absent:

Passed

2. Disclosure of Closed Session

2.1. Disclosure of Closed Session on February 10, 2026

In accordance with the Maryland Open Meetings Act § 3-306(c)(2), Mayor James disclosed the conduct of a closed session on February 10, 2026.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**  
*This Certification Must Be Completed Before a Closed Session May Be Held*

Date: 02/10/2026 Time: 5:00 PM Location: La Plata Town Hall at this meeting, a motion was made by Paul Guttenberg and seconded by Patrick McCormick to conduct a closed session of the Council of the Town of La Plata.

**Recorded vote to close the meeting:**

Members	IN FAVOR	OPPOSED	ABSTAINING	ABSENT
Mayor Jeannine E. James	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilman Paul Guttenberg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilman Patrick McCormick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilman Gregory Sampson Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilman Tyjon Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**(Note: If any member of the public objects to conducting the closed session, a copy of this certification must be sent to the Maryland Open Meetings Law Compliance Board.)**

**STATUTORY AUTHORITY TO CLOSE SESSION, State Government Article §3-305(b) (check all that apply):**

(1) To discuss:

- (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or
- (ii) any other personnel matter that affects one or more specific individuals;

(2) protect the privacy or reputation of an individual with respect to a matter that is not related to public business;

(3) consider the acquisition of real property for a public purpose and matters directly related to the acquisition;

(4) consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;

(5) consider the investment of public funds;

(6) consider the marketing of public securities;

(7) consult with counsel to obtain legal advice;

(8) consult with staff, consultants, or other individuals about pending or potential litigation;

(9) conduct collective bargaining negotiations or consider matters that relate to the negotiations;

(10) discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:

- (i) the deployment of fire and police services and staff; and
- (ii) the development and implementation of emergency plans;

(11) prepare, administer, or grade a scholastic, licensing, or qualifying examination;

(12) conduct or discuss an investigative proceeding on actual or possible criminal conduct;

(13) comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;

(14) discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process; or

(15) discuss cybersecurity, if the public body determines that public discussion would constitute a risk to:

- (i) security assessments or deployments relating to information resources technology;
- (ii) network security information, including information that is:
  - 1. related to passwords, personal identification numbers, access codes, encryption, or other components of the security system of a governmental entity;
  - 2. collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity; or
  - 3. related to an assessment, made by or for a governmental entity or maintained by a governmental entity, of the vulnerability of a network to criminal activity; or
- (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**  
*This Certification Must Be Completed Before a Closed Session May Be Held*

**For each citation checked the reasons for closing and topics to be discussed:**

(8) Topic: Pending Maryland Department of the Environment litigation  
**Reason for Closure:** Discussion involves communication regarding pending litigation, not appropriate for public disclosure


**Persons attending closed session:**

Mayor Jeanine James	Councilman Tyjon Johnson	James Jeffcoat
Councilman Paul Guttenberg	Town Manager Chuck Stevens	
Councilman Patrick McCormick	Assistant Town Manager Michelle Miner	
Councilman Gregory Sampson Jr.	Mr. Todd Pounds	

**Action(s) Taken:**

(8) **Legal Consultation:** The Town's Special Counsel provided legal updates and consultation on matters within attorney-client privilege. The discussion involved communications regarding litigation with the Maryland Department of the Environment, not appropriate for public disclosure.

Time closed session adjourned: 5:44 PM

This statement is made by Mayor Jeanine James, Presiding Officer: 

3. Petitions, Communications, Appearances and Public Comment

3.1. Public Comment

No public speakers were present at this meeting.

3.2. Fiscal Year 2025 Audit Presentation

Dan Kenney from Mitchel Titus Company presented his audit report for the Town of La Plata.

3.3. Fiscal Year 2026 Budget Performance

The Town Treasurer provided a 2026 Budget Performance presentation to the Town Council and answered questions.

4. Matters of Council Discussion

4.1. Dorchester Community Center

The Town Manager presented to the Town Council the historical background and status of the Dorchester Community Center. The Town Council reached a consensus to direct the Town Manager to explore viable options to bring to the Council for review and decision on the ability to move the project forward.

4.2. Law Enforcement Officers Pension System (LEOPS)

The Town Manager, Town Treasurer, and Director of Human Resources answered questions from the Town Council regarding the impact of transferring the current pension plan for the La Plata Police Department to the Law Enforcement Officers' Pension System (LEOPS). The Town Council reached a consensus to proceed with the transfer to LEOPS. Mayor James opted for requesting additional information.

5. Legislation

5.1. Ordinance 26-01 Town of La Plata Employee Handbook (Second Reading; For Consideration of Adoption)

**AN ORDINANCE** concerning

**Town of La Plata Employee Handbook**

**FOR** the purpose of rescinding the personnel rules and regulations of the Town of La Plata, as adopted August 2013, and adopting a new comprehensive Employee Handbook; and all matters generally relating thereto.

Councilman Johnson moved to adopt ordinance 26-01 as presented.

Moved By: Tyjon Johnson, seconded by Paul Guttenberg.

Ayes: Mayor James, Councilman Guttenberg, Councilman McCormick, Councilman Sampson, Councilman Johnson

Nays: None

Abstained: None

Absent:

**Passed**

5.2. Ordinance 26-02 Amendment of Fiscal Year 2026 Financial Plan-Budget (Second Reading; For Introduction)

**AN ORDINANCE** concerning

**Amendment to Town of La Plata Fiscal Year 2026 Financial Plan/Budget**

**FOR** the purpose of amending the Town of La Plata Fiscal Year 2026 (FY26) Financial Plan/Budget to reflect a realignment of the La Plata Police Department; and all matters generally relating thereto.

Councilman McCormick moved to adopt 26-02 as presented.

Moved By: Patrick McCormick, seconded by Gregory Sampson.

Ayes: Mayor James, Councilman Guttenberg, Councilman McCormick, Councilman Sampson, Councilman Johnson

Nays: None

Abstained: None

Absent:

**Passed**

6. New Business

6.1. Town Manager's Operational Report (Written Only)

6.2. Treasurer's Report (Written Only)

6.3. Cash Disbursement Report (Written Only)

6.4. Reports from the Mayor and Town Council

Councilman Guttenberg reported that the Planning Commission approved keeping the public record open for the Adequate Public Facilities Order public hearing, and the Charles County Library Major Site Plan was approved. Councilman McCormick reported the reasoning for his absence during the January 27, 2026, regular meeting and informed the Town Council that he requested a Charter Amendment agenda item for a future agenda. Councilman Sampson reported on participation in a Democratic meeting. Councilman Johnson had no report. Mayor James reported on the selection of Todd Pounds as Town Attorney.

7. Adjourn

7.1. Adjournment

Mayor James adjourned the meeting at 8:17 PM.

Submitted by:

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Shelby Pritchett, Town Clerk



### Agenda Item Summary

**MEETING GROUP:** Town Council  
**STAFF RESOURCE:** Don Dooley  
**DEPARTMENT:** Planning  
**TYPE:** Appointment  
**SUBJECT:** Planning Commission

**BACKGROUND:**

The establishment and composition of the Planning Commission and the appointment and terms of its members are defined in Chapter 40 of the La Plata Town Code. The Planning Commission consists of five (5) members and one (1) alternate member.

Planning Commissioners accept the civic responsibility of helping residents and property owners articulate and achieve a vision of how they want the Town of La Plata to develop and evolve. As members of the Planning Commission, these citizen planners, among other functions, oversee the Town’s Comprehensive Plan, evaluate proposed land-use ordinances, and review new development.

The Planning Commission seeks to fill the vacancy of its *Alternate Member*. A Planning Commission Committee consisting of Dawn Banks, Planning Commission Chair, Paul Guttenbert, ex-officio member and Don Dooley, Director of Planning, interviewed four candidates requesting to fill the position. After completing the interviews, the Committee discussed its findings and recommend the Town Council appoint Benjamin Ford to fill the post of *Alternate Member* on the Planning Commission.

**FISCAL IMPACT:**

In accordance with Town Code, Planning Commissioners receive a \$600.00 annual stipend to offset costs related to meeting attendance and continuing training. This amount is included in the annual operating budget under STIPENDS.

**STRATEGIC PLAN ALIGNMENT:**

By serving as responsible stewards, we promote opportunities for our residents to see reward in giving back and help them become involved as good neighbors. By ensuring a fully staffed Planning Commission, we ensure fair and transparent decision-making processes by following established procedures and promote citizen engagement by creating policies



and programs that encourage participation by a wide audience of races, ethnicities, and backgrounds.

**SUSTAINABILITY CONSIDERATIONS:**

Appointment of candidates supports the 2020 Comprehensive Plan, ensures continuity through the pending review and update of the Comprehensive Plan by 2030, and provides long-term citizen engagement in the Town's continued growth and development.

Passed by the Maryland General Assembly, *The Smart and Sustainable Growth Act of 2009* requires the local jurisdiction's Planning Commission membership to complete a Planning Commissioner educational course within six (6) months of appointment to the Planning Commission.

**ADA CONSIDERATIONS:**

N/A

**RECOMMENDED ACTION:**

Appoint Benjamin Ford to fill the vacancy of *Alternate Member* on the Planning Commission for the term of five (5) years ending March 24, 2031.

**ATTACHMENTS:**

- 1) Volunteer Interest Application of Benjamin Ford

## Kelly Phipps

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, January 6, 2026 10:58 PM  
**To:** Kelly Phipps  
**Subject:** Online Form Submittal: Volunteer Interest Form

**CAUTION:** This email originated from OUTSIDE of the Town of La Plata email system. If the senders name displayed is a Town user, it is NOT legitimate and should be deleted immediately. Do not click links or open attachments unless you are certain this is a legitimate message.

### Volunteer Interest Form

Select the Board, Commission, or Committee applying for  
Planning Commission

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#### Personal Information

First Name Benjamin

Last Name Ford

Sex: Male

Address1

Address2 *Field not completed.*

City La Plata

State MD

Zip 20646

Best Contact Telephone Number

Business Address *Field not completed.*

Business Phone Number

Occupation Navy DOD

Email Address

---

#### Residency Information

Please indicate if any of the following are true: You are a property owner within the community, You are a qualified voter in the Town of La Plata

Length of Residency in La Plata 3 yrs

Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.

Are you available for: Evening Meetings

How much time can you commit to meetings and committee work each month? 4-6 hrs per week / Occasional, Planned, full days.

Education and Hobbies

High School Morgan Park H.S. - Chicago IL

College BS AE + MS EE/SE - Tuskegee University

Trade or Business School *Field not completed.*

Hobbies Father, media creation (audio, video, photography), and outdoor sports.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which *Field not completed.*

Have you served on a Board, Commission, or Committee before? No

If yes, which *Field not completed.*

Please list organization memberships and positions held N/A

Please List Areas of Special Interest Technology and AI; public communication and transparency; and community engagement using clear, accessible media to improve public understanding of planning decisions.

Do you have any conflicts of interest that we should be aware of? No

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Is there anything else you would like to add that is relevant to your application? I'm genuinely excited to support the Town of La Plata through thoughtful planning work and to help guide decisions that strengthen the community for current residents and future generations.

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### Agenda Item Summary

**MEETING GROUP:** Town Council  
**STAFF RESOURCE:** Karina Larsen, Town Treasurer  
**DEPARTMENT:** Finance  
**TYPE:** Committee Appointment  
**SUBJECT:** Finance Committee Appointment – Rosalyn Dickerson

**BACKGROUND:**

Ordinance 24-17 established the Town of La Plata Finance Committee to provide advisory support to the Town Council on financial matters, including budget review, fiscal policy considerations, and long-term financial planning. The committee is intended to promote transparency, accountability, and community engagement in the Town’s financial decision-making processes.

Ms. Rosalyn Dickerson has applied to serve as a member of the Finance Committee. Ms. Dickerson is a qualified voter in the Town of La Plata and has been a resident of the community for approximately three years. She has indicated a strong interest in supporting her community while also expanding her knowledge of municipal finance and budgeting.

Professionally, Ms. Dickerson serves as a Warranted Contracting Officer and Team Lead, managing complex federal acquisitions across construction, services, supplies, and major defense programs. Her responsibilities include ensuring compliance with federal acquisition regulations, leading source selection processes, negotiating contracts, and overseeing contract administration and post-award management.

Ms. Dickerson holds a Master of Business Administration (MBA) in Business Administration and has prior experience working as a Senior Staff Accountant in the banking sector. Her professional background includes financial oversight, risk mitigation, and contract management, which provide transferable skills relevant to financial analysis and fiscal oversight.

In addition, Ms. Dickerson previously served on the Commission for Women, demonstrating her commitment to civic engagement and community service.

Ms. Dickerson has indicated she is available for both daytime and evening meetings and can commit approximately 20 hours per month to committee work and meeting participation.



**FISCAL IMPACT:**

There is no direct fiscal impact associated with this appointment. Finance Committee members serve in a volunteer capacity.

The addition of members with financial, contractual, and analytical experience supports the committee's ability to provide thoughtful recommendations related to the Town's financial policies and budget planning.

**STRATEGIC PLAN ALIGNMENT:**

This appointment supports the Town's Strategic Plan goals related to good governance, fiscal responsibility, and community engagement by strengthening citizen participation in financial oversight and policy discussions.

**SUSTAINABILITY CONSIDERATIONS:**

Participation of qualified residents in advisory committees contributes to the long-term economic sustainability of the Town by promoting transparency, informed decision-making, and responsible financial stewardship.

**ADA CONSIDERATIONS:**

There are no ADA impacts associated with this appointment.

**RECOMMENDED ACTION:**

Staff recommends that the Town Council approve the appointment of Rosalyn Dickerson to serve as a member of the Finance Committee in accordance with the provisions of Ordinance 24-17.

**ATTACHMENTS:**

- Finance Committee Application – Rosalyn Dickerson
- Resume – Rosalyn Dickerson
- Ordinance 24-17 – Finance Committee

## Kelly Phipps

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**From:** noreply@civicplus.com  
**Sent:** Thursday, March 5, 2026 3:43 PM  
**To:** Karina Larsen; Kelly Phipps  
**Subject:** Online Form Submittal: Finance Committee Application

**CAUTION:** This email originated from **OUTSIDE** of the Town of La Plata email system. If the senders name displayed is a Town user, it is **NOT** legitimate and should be deleted immediately. Do not click links or open attachments unless you are certain this is a legitimate message.

### Finance Committee Application

#### Contact Information

First Name	Rosalyn
Last Name	Dickerson
Address1	[REDACTED]
Address2	<i>Field not completed.</i>
City	La Plata
State	MD
Zip	20646
Phone Number	[REDACTED]
Email Address	[REDACTED]
Please indicate if any of the following are true:	You are a qualified voter in the Town of La Plata
Length of Residency	3
Why are you interested in serving on the Finance Committee?	To support my community while learning a different skill set.
Appointment to a Board, Commission, or Committee will require your consistent attendance at regularly scheduled meetings.	
Are you available for:	Daytime Meetings, Evening Meetings

How much time can you commit to meetings and committee work each month? 20

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Background Information

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What is your educational background? MBA

Have you served on any other committees or boards? Commission for Women

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Skills and Qualifications

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Do you have any prior experience with finance, budgeting, or accounting? Former Senior Staff Account, banking

How familiar are you with local government finance and budgeting processes? Not familiar

What software or tools are you proficient in that are relevant to finance and budgeting? Microsoft 365

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Additional Information

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Do you have any conflicts of interest that we should be aware of? No

Is there anything else you would like to add that is relevant to your application? *Field not completed.*

---

Upload a Resume (optional) [Rosalyn A. Dickerson Warranted Officer Resume 2026.docx](#)

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# Rosalyn A. Dickerson

[REDACTED]  
[REDACTED] La Plata, MD 20646

## PROFESSIONAL SUMMARY

Warranted Contracting Officer and Team Lead with extensive experience managing complex federal acquisitions across construction, services, supplies, and major weapon systems programs. Proven expertise in FAR/DFARS compliance, source selection, negotiation, contract administration, and post-award management. Holds a Level II Contracting Certification [REDACTED] with authority to obligate the U.S. Government up to \$10M. Recognized for leading high-performing teams, mitigating contractual risk, and delivering best-value acquisition solutions in support of mission-critical Navy programs.

[REDACTED]  
**Warrant:** Contracting Officer, Class II (Effective 05/04/2022 – \$10M)

**Series/Grade:** GS-1102-[REDACTED]

**Certification:** DAWIA Level II – Contracting

## WORK HISTORY

**Warranted Contracting Officer/Team Lead**  
**Department of the Navy (NAVAIR) | Patuxent River, MD**  
**May 2022 to Present**

- Serve as a **Warranted Contracting Officer** with authority to obligate and bind the U.S. Government up to \$10M, ensuring full compliance with FAR, DFARS, DoD, and Navy acquisition policies.
- Lead and manage a team of Contract Specialists and Procurement Technicians, **assigning workload, providing technical guidance, and conducting quality assurance reviews** to ensure accuracy, timeliness, and regulatory compliance of pre-award and post-award actions.
- Execute **end-to-end acquisition planning, negotiation, award, and administration** for contracts supporting construction, services, supplies, and major weapon systems programs.
- Review, approve, and sign contracts, **modifications, options, and terminations**, ensuring all actions are legally sufficient, enforceable, and aligned with approved acquisition strategies.
- Conduct **complex negotiations** addressing price, cost realism, delivery schedules, performance risk, and contract terms to achieve best-value outcomes for the Government.
- Oversee **contract administration activities**, including monitoring contractor performance, resolving disputes, addressing deficiencies, and negotiating equitable adjustments and corrective actions.
- Lead resolution of **Contract Deficiency Reports (CDRs)** by coordinating with program offices, legal counsel, and contractor representatives to mitigate risk and protect Government interests.
- Ensure contract changes and modifications remain within scope, properly funded, and fully documented in accordance with regulatory requirements.
- Perform **independent research and analysis** for procurement-related special projects and data calls in support of the Head, Aircraft Support Contracts Department.
- Collaborate closely with legal counsel, program management, engineering, finance, and senior leadership to support mission objectives and ensure acquisition integrity.

# Rosalyn A. Dickerson

[REDACTED] La Plata, MD 20646

## **Part-Time Business Instructor**

**College of Southern Maryland | Leonardtown, MD**

**August 2022 to Present**

- Deliver undergraduate-level instruction in business disciplines, applying structured curricula to support student development in professional and career-focused competencies.
- Develop and implement **course syllabi, lesson plans, and instructional materials** aligned with institutional academic standards.
- Facilitate classroom instruction, discussions, and applied learning activities to enhance student understanding of business principles.
- Assess student performance and provide **constructive feedback** to support academic progress and skill development.
- Communicate complex concepts clearly and effectively to diverse audiences, strengthening instructional, presentation, and mentoring skills transferable to federal workforce training environments.

## **Contract Specialist/Team Lead**

**Department of the Navy (NAVAIR) | Patuxent River, MD**

**July 2017 to May 2022**

- Served as **Team Lead** for a newly established Entry-Level Employee (ELE) contracting team, responsible for onboarding, training, and mentoring junior 1102s in foundational acquisition principles and systems.
- Coordinated with **Procuring Contracting Officers (PCOs)** and Branch Heads to transition workload, assign actions, and ensure timely completion of pre-award and post-award requirements.
- Reviewed acquisition actions completed by ELEs for **accuracy, regulatory compliance, and quality** prior to submission to the PCO for final approval and award.
- Developed and delivered **training materials, templates, and standard operating procedures**, improving consistency, efficiency, and regulatory compliance across the team.
- Performed **cradle-to-grave contracting functions**, including market research, solicitation development, proposal evaluation, cost/price analysis, negotiation support, and contract award documentation.
- Served as lead Contract Specialist for construction, services, and specialized communications contracts, administering task orders and contract modifications for **funding actions, options, ceiling realignments, and key personnel changes**.
- Supported and executed **competitive and sole-source acquisitions**, including SATOC and 8(a) construction contracts, ensuring compliance with FAR, DFARS, and agency policy.
- Acted as **Lead Contract Specialist** on the agency's first IFB construction award totaling **\$5.1M**, managing solicitation issuance, site visits, RFIs, bid opening, responsibility determinations, and award documentation.
- Participated in **source selection evaluations**, serving as **Cost/Price Team Lead and Security Officer** for an **\$82.8M** acquisition.
- Prepared **business clearances, negotiation memoranda, and pre-/post-award documentation** supporting complex acquisition decisions.

# Rosalyn A. Dickerson

[REDACTED] La Plata, MD 20646

- Conducted **complex cost and price analyses** and supported negotiations to ensure price reasonableness and best-value outcomes.
- Monitored contractor performance and supported resolution of claims, disputes, and contract modifications in coordination with legal counsel.
- Briefed **senior leadership** on acquisition strategies, risks, and status of high-visibility pre-award actions.
- Utilized federal acquisition systems including **FPDS, SAM, FAPIIS, WGL, SPS, PMT, Navy ERP, and WAWF** to ensure accurate reporting and compliance.
- Selected to serve as a mentor in NAWCAD's **Employee Navigator Program**, supporting onboarding and professional development of new employees.
- Recognized in **NAWCAD Communicator (November 2020)** for outstanding contracting support.

## Sr. Staff Accountant/Admin. MGR

The Cherry Cove Group | Lexington Park, MD  
02/2012 to 07/2017

- Managed full-cycle accounting operations, including **accounts payable/receivable, payroll, general ledger, financial reporting, and budget execution**.
- Led **procurement and contract negotiations** for commercial supplies and services, awarding up to \$100K and ensuring best-value determinations.
- Conducted **market research, price analysis, and source selection** for vendor contracts supporting property management and capital renovation projects.
- Administered contracts by monitoring **vendor performance, compliance, funding, invoicing, and terminations**, resolving performance and billing issues as needed.
- Developed budget recommendations and provided **written and oral briefings** to senior leadership on financial and procurement decisions.
- Supervised and trained accounting staff; implemented new payroll and timekeeping systems for **200+ employees**.
- Maintained regulatory compliance, financial controls, and audit readiness across accounting and procurement functions.

## EDUCATION

Master of Science | Business Administration | [REDACTED] | University Maryland University College (UMUC)

Bachelor of Science | Business Administration | [REDACTED] | University Maryland University College (UMUC)

Associates Degree | Business Administration | [REDACTED] | College of Southern Maryland (CSM)

## CERTIFICATIONS

Level 2 Purchasing:  
Defense Acquisition University (DAU)

[REDACTED]

# Rosalyn A. Dickerson

[REDACTED]  
[REDACTED] La Plata, MD 20646

Level 2 Contracting:

Defense Acquisition University (DAU)

[REDACTED]

Accounts Payable/Receivable Professional

Defense Acquisition University (DAU)

Advanced & Basic Accounting

College of Southern Maryland, Leonardtown, MD

[REDACTED]

## SYSTEMS AND TOOLS

FPDS | SAM | FAPIIS | WGL | SPS | PMT | Navy ERP | WAWF | SeaPort-NxG | SharePoint | Microsoft Word, Excel, PowerPoint, Outlook

1 **COUNCIL OF THE TOWN OF LA PLATA**  
2 **Ordinance No. 24-17**  
3

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4  
5 **Introduced By:** Mayor Jeannine E. James, by request  
6  
7 **Date Introduced:** October 08, 2024  
8  
9 **Date Adopted:** October 29, 2024  
10  
11 **Date Effective:** November 14, 2024  
12

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13 **AN ORDINANCE** concerning  
14

15  
16  
17 **Finance Committee**  
18

19 **FOR** the purpose of establishing a Finance Committee for the Town of La Plata; to specify  
20 the composition and terms of the office of members of the Committee; to specify the  
21 duties of the Committee; and all matters generally related thereto.  
22

23 **BY** adding  
24 Chapter 21 FINANCE COMMITTEE  
25 Sections 21-1 through 21-9  
26 Code of the Town of La Plata  
27 (1998 Edition and Supplements)  
28  
29

30 **SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA**, that new  
31 Chapter 21, consisting of Sections 21-1 through 21-9, inclusive, be and is hereby added to the  
32 Code of the Town of La Plata, (1998 Edition and Supplements), to follow immediately after  
33 Chapter 20 thereof and to read as follows:  
34

35 **Chapter 21 – FINANCE COMMITTEE**  
36

37 **21-1. ESTABLISHMENT.**  
38

39 THERE IS A COMMITTEE TO BE KNOWN AS THE “FINANCE COMMITTEE OF LA PLATA,” WHICH  
40 ALSO IS KNOWN AS THE “FINANCE COMMITTEE.”  
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42 **21-2. COMPOSITION, APPOINTMENT AND TERMS.**

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- A. THE FINANCE COMMITTEE CONSISTS OF FIVE (5) MEMBERS, AND ONE (1) ALTERNATE MEMBER WHO MAY SIT ON THE COMMITTEE WHEN ANY OTHER MEMBER OF THE COMMITTEE IS ABSENT.
  - 1. AT LEAST ~~ONE (1) MEMBER~~ TWO (2) MEMBERS SHALL HAVE PROFESSIONAL EXPERIENCE OR EDUCATION IN BUDGETING, FINANCIAL PLANNING, FINANCIAL ANALYSIS, OR RELATED FIELDS AND SHALL BE RESIDENT WITHIN THE CORPORATE LIMITS OF THE TOWN OF LA PLATA.
  - 2. AT LEAST ONE (1) MEMBER SHALL BE A RESIDENT WITHIN THE CORPORATE LIMITS OF THE TOWN OF LA PLATA WHO IS NOT AN OWNER OF A BUSINESS THAT IS LOCATED WITHIN THE TOWN.
  - 3. ONE (1) MEMBER SHALL BE AN OWNER OR MANAGER OF A SMALL BUSINESS THAT IS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF LA PLATA AND THAT:
    - a. IS INDEPENDENTLY OWNED OR OPERATED;
    - b. IS NOT DOMINANT IN ITS FIELD ON A NATIONAL LEVEL; AND
    - c. EMPLOYS 50 OR FEWER FULL-TIME EMPLOYEES.
  - 4. NOTWITHSTANDING THE MEMBER DEFINED IN §21-2(A)(3), ALL MEMBERS OF THE FINANCE COMMITTEE MUST BE RESIDENT WITHIN THE CORPORATE LIMITS OF THE TOWN OF THE LA PLATA.
- B. MEMBERS OF THE FINANCE COMMITTEE SHALL BE APPOINTED BY THE MAYOR, WITH THE APPROVAL OF THE TOWN COUNCIL. THE TERM OF EACH MEMBER SO APPOINTED SHALL BE FOR FOUR (4) YEARS OR UNTIL HIS SUCCESSOR QUALIFIES AND TAKES OFFICE; EXCEPT, HOWEVER, THAT THE TERMS OF THE MEMBERS FIRST APPOINTED SHALL BE AS FOLLOWS:
  - 1. TWO (2) VOTING MEMBERS SHALL BE APPOINTED FOR ONE (1) YEAR;
  - 2. THREE (3) VOTING MEMBERS SHALL BE APPOINTED FOR THREE (3) YEARS.
- C. THERE SHALL BE NO LIMIT AS TO THE NUMBER OF CONSECUTIVE TERMS A MEMBER OF THE BOARD MAY SERVE.

82 **21-3 REMOVAL.**

83  
84 ANY MEMBER OF THE FINANCE COMMITTEE MAY BE REMOVED FOR GOOD CAUSE BY  
85 THE TOWN COUNCIL. AMONG OTHER CAUSES, UNEXCUSED ABSENCE FROM THREE (3)  
86 CONSECUTIVE MEETINGS OF THE FINANCE COMMITTEE BY ANY MEMBER IS GOOD CAUSE FOR  
87 REMOVAL FROM THE BOARD.

88  
89 **21-4 VACANCIES.**

90  
91 A. A VACANCY IN THE MEMBERSHIP OF THE FINANCE COMMITTEE SHALL BE CREATED BY  
92 ANY OF THE FOLLOWING CIRCUMSTANCES:

- 93 1. THE DEATH OF A MEMBER;
- 94 2. THE INABILITY OF A MEMBER TO PERFORM THE MEMBER'S DUTIES ON THE  
95 BOARD BECAUSE OF PHYSICAL OR MENTAL DISABILITY OR INCAPACITY;
- 96 3. A MEMBER'S RESIGNATION;
- 97 4. UNEXCUSED ABSENCE FROM THREE (3) CONSECUTIVE MEETINGS, WHICH  
98 SHALL CONSTITUTE RESIGNATION BY THE MEMBER;
- 99 5. THE CESSATION OF RESIDENCY IN THE TOWN OF LA PLATA BY A MEMBER WHO  
100 QUALIFIED FOR APPOINTMENT TO THE BOARD AS A RESULT OF SUCH  
101 RESIDENCY;
- 102 6. WHERE THE MEMBER QUALIFIED FOR APPOINTMENT TO THE COMMITTEE BY  
103 OWNING OR MANAGING A BUSINESS WITH ITS HEADQUARTERS, EXECUTIVE  
104 OFFICES OR PRINCIPAL BUSINESS LOCATION IN THE TOWN OF LA PLATA, THE  
105 CESSATION OF THE MEMBER'S OWNERSHIP OR MANAGEMENT OF THE  
106 BUSINESS OR THE BUSINESS CEASING TO HAVE A LOCATION WITHIN THE  
107 CORPORATE LIMITS OF THE TOWN OF LA PLATA;
- 108 7. A MEMBER'S REMOVAL FROM THE COMMITTEE BY THE TOWN COUNCIL  
109 PURSUANT TO THIS CHAPTER;
- 110 8. ANY OTHER ACT OR OCCURRENCE CREATING A VACANCY.

111  
112 B. A VACANCY SHALL BE FILLED BY THE MAYOR, WITH THE APPROVAL OF THE TOWN  
113 COUNCIL. IN THE CASE OF A VACANCY FOR AN UNEXPIRED TERM, THE APPOINTMENT  
114 OF THE SUCCESSOR MEMBER SHALL BE ONLY FOR THE UNEXPIRED TERM FOR WHICH  
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123 HIS PREDECESSOR WAS APPOINTED.

124

125 **21-5 CHAIRMAN.**

126

127 A. THE MAYOR, WITH THE APPROVAL OF THE TOWN COUNCIL, SHALL APPOINT ONE OF  
128 THE MEMBERS OF THE BOARD TO SERVE AS CHAIRMAN AND ANOTHER TO SERVE AS  
129 VICE CHAIRMAN FOR A TWO-YEAR TERM TO BEGIN JULY 1.

130

131 B. A VACANCY SHALL BE FILLED BY THE MAYOR, WITH THE APPROVAL OF THE TOWN  
132 COUNCIL. IN THE CASE OF A VACANCY FOR AN UNEXPIRED TERM, THE APPOINTMENT  
133 OF THE SUCCESSOR MEMBER SHALL BE ONLY FOR THE UNEXPIRED TERM FOR WHICH  
134 HIS PREDECESSOR WAS APPOINTED.

135

136 **21-6 COMPENSATION AND EXPENSES.**

137

138 THE MEMBERS OF THE FINANCE COMMITTEE SHALL NOT RECEIVE ANY  
139 COMPENSATION FOR THEIR SERVICES ON THE BOARD; HOWEVER, SUBJECT TO  
140 APPROPRIATION OF FUNDS IN THE BUDGET FOR SUCH PURPOSE, THE BOARD MAY BE  
141 REIMBURSED FOR ACTUAL EXPENSES, IF ANY, NECESSARILY INCURRED IN THE  
142 PERFORMANCE OF THEIR DUTIES.

143

144 **21-7 RULES; QUORUM; MEETINGS.**

145

146 A. THE FINANCE COMMITTEE MAY ADOPT SUCH RULES AND REGULATIONS AS IT MAY  
147 DEEM NECESSARY FOR THE PROPER TRANSACTION OF ITS BUSINESS. THESE RULES  
148 AND REGULATIONS MAY NOT BE INCONSISTENT WITH THIS CHAPTER OR THE TOWN  
149 CHARTER.

150

151 B. THREE (3) MEMBERS OF THE FINANCE COMMITTEE SHALL CONSTITUTE A QUORUM.  
152 EVEN THOUGH ONE OR MORE VACANCIES EXIST, THE BOARD MAY TRANSACT ITS  
153 BUSINESS AS LONG AS A QUORUM IS PRESENT.

154

155 C. THE COMMITTEE SHALL MEET MONTHLY UNLESS OTHERWISE DETERMINED BY THE  
156 MEMBERS OF THE COMMITTEE OR THE CHAIRMAN.

157

158 D. ALL SESSIONS AND MEETINGS OF THE COMMITTEE SHALL BE OPEN TO THE PUBLIC,  
159 EXCEPT FOR SUCH MEETINGS AND SESSIONS AS MAY BE CLOSED BY LAW.

160

161 **21-8 DUTIES OF TOWN OFFICIALS IN CONNECTION WITH THE BOARD.**

162

163 THE CHIEF EXECUTIVE OFFICER OR HIS AUTHORIZED REPRESENTATIVE SHALL SERVE

Ordinance 24-17

164 AS EXECUTIVE SECRETARY TO THE FINANCE COMMITTEE, AND THE TOWN ATTORNEY SHALL  
165 SERVE AS ATTORNEY FOR THE BOARD.

166

167 **21-9 POWERS AND DUTIES.**

168

169 THE FINANCE COMMITTEE IS CREATED FOR THE PURPOSE OF MAINTAINING CONTINUOUS  
170 SURVEILLANCE OVER THE TOWN'S FINANCES AND SHALL HAVE THE FOLLOWING DUTIES:

171

A. TO MONITOR ACTUAL EXPENDITURES COMPARED TO THE ADOPTED BUDGET.

172

B. TO SUBMIT RECOMMENDATIONS WITH REGARD TO THE BUDGET AND CAPITAL  
173 IMPROVEMENT PLAN (CIP) TO THE TOWN COUNCIL IN APRIL OF EACH YEAR FOR THE  
174 BUDGET AND IN NOVEMBER FOR THE CIP.

175

C. TO REVIEW ALL PROPOSED AMENDMENTS TO ARTICLE VIII (FINANCE) OF THE TOWN  
176 CHARTER.

177

178


179


180 **SECTION 2: AND BE IT FURTHER ENACTED** that this Ordinance shall become  
181 effective at the expiration of fifteen (15) calendar days after its approval by the Council.  
182

183  
184 **SEAL:**

**COUNCIL OF THE TOWN OF LA PLATA**



186  
187   
188 Jeannine E. James, Mayor

189  
190   
191 David L. Winkler, Councilman

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193   
194 Matthew D. Trollinger, Councilman

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197  
198  
199   
200 Evalyne Bryant-Ward, Councilwoman

201  
202   
203 David M. Jenkins, Councilman

204 **Attest:**

205 

206 Kelly G. Phipps  
207 Interim Town Clerk

Date October 29, 2024

**EXPLANATION:**  
  
CAPITALS INDICATE MATTER ADDED TO EXISTING LAW  
((Double Parentheses)) indicate matter deleted from  
existing law.  
Underlining indicates amendments to bill.  
~~Strike-Out~~ indicates matter stricken from bill by  
amendment or deleted from the law by amendment.



Item Number:

Date of Meeting:

### Agenda Item Summary

**MEETING GROUP:** Town Council  
**STAFF RESOURCE:** Wilson Cochran  
**DEPARTMENT:** Public Works  
**TYPE:** Purchase of Work Truck  
**SUBJECT:** Work Truck PW47 Replacement Purchase

**BACKGROUND:**

Work Truck PW47 has reached the end of its serviceable life and requires replacement to maintain operational continuity and service reliability. This purchase is in alignment with the vehicle replacement policy.

**FISCAL IMPACT:**

This vehicle replacement is included in the approved FY 26 Capital budget for \$100,000. The purchase represents a planned capital expenditure that supports long-term financial sustainability by maintaining essential infrastructure assets. No additional funding is required beyond the approved budget allocation.

The bid from Apple Ford totals \$93,034.00 is piggybacked on Baltimore City Contract FIN: QX735 and within the amount budgeted for this capital purchase

**STRATEGIC PLAN ALIGNMENT:**

This initiative directly supports multiple Strategic Plan goals:

**Goal #2 - Operational Excellence:** Ensures staff have the appropriate equipment and tools to efficiently provide quality work. The new vehicle will enhance service delivery capabilities and maintain high levels of customer service by preventing service disruptions, and is critical to snow removal from Town streets.

**Goal #1 - Good Governance:** Demonstrates responsible stewardship of community resources through planned asset replacement and competitive procurement processes. The purchase maximizes public service value through cost-effective emergency response capabilities.



**Item Number:**

**Date of Meeting:**

**Goal #5 - Public Service Readiness:** Maintains the systems and infrastructure needed to meet growing demand while supporting the health, safety, and wellness of residents through reliable utility services.

This purchase aligns with the Capital budget's systematic approach to infrastructure maintenance and replacement.

**SUSTAINABILITY CONSIDERATIONS:**

The new Work Truck will feature modern engine technology that provides improved fuel efficiency compared to the vehicle being replaced. The vehicle's enhanced reliability will reduce maintenance-related waste and extend service intervals.

The strategic replacement schedule prevents sudden equipment failures that could disrupt essential services and require emergency purchases at premium costs.

**ADA CONSIDERATIONS:**

The new utility vehicle will be equipped with appropriate safety features and accessibility considerations for operators.

**RECOMMENDED ACTION:**

Adopt Resolution 26-16 authorizing the Town Manager to execute an agreement with Apple Ford for the purchase of Ford F350 Work Truck.

**ATTACHMENTS:**

Quote from Apple Ford dated 3/2/2025

**COUNCIL OF THE TOWN OF LA PLATA**  
**Resolution 26-16**

---

**Introduced By:** Mayor Jeannine E. James, by request

**Date Introduced:** March 24, 2026

**Date Adopted:**

**Date Effective:**

---

**A RESOLUTION** concerning

**Public Works Department Replacement Work Truck Purchase**

**FOR** the purpose of authorizing the Town Manager to enter into a contract purchase agreement for the purchase of a replacement work truck with snow plow package for the Public Works Department; 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 2026 Financial Plan/Budget includes funding out of the Town’s capital fund for the acquisition of replacement vehicles; and

**WHEREAS**, the Public Works Department staff researched various vehicle configurations/options; 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;

**WHEREAS**, Town staff evaluated all bids received and recommends that the Town purchase a 2026 Ford F350 4x4 Crew Chassis Cab SRW, with specifications as quoted by Apple Ford Lincoln Fleet/Government Sales of Columbia, Maryland, as the configuration and cost best meet the operational needs of the department; and

Resolution 26-16

**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 Apple Ford Lincoln Fleet/Government Sales of Columbia, Maryland, for the purchase of a 2026 Ford F350 4x4 Crew Chassis Cab SRW, with specifications as quoted by Apple Ford Lincoln Fleet/Government Sales, for a total expenditure of ninety-three thousand thirty-four dollars (\$93,034.00).

**BE IT FURTHER RESOLVED**, that the price quote attached hereto as Attachment 1 is hereby adopted and incorporated herein by reference.

**SEAL:**

**COUNCIL OF THE TOWN OF LA PLATA**

\_\_\_\_\_  
**Jeannine E. James, Mayor**

\_\_\_\_\_  
**Paul C. Guttenberg, Councilman**

\_\_\_\_\_  
**Patrick McCormick, Councilman**

**ATTEST:**

\_\_\_\_\_  
**Gregory Sampson, Jr., Councilman**

\_\_\_\_\_  
**Shelby Pritchett  
Town Clerk**

\_\_\_\_\_  
**Tyjon C. Johnson, Councilman**

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



**Fleet/Government Sales**

8800 Stanford Blvd. Columbia, MD 21045

Town Of La Plata  
Danny Wood  
Dwood@townoflaplata.org  
301-861-7971

Quote: 2026 F350 4x4 Crew Chassis Cab 179" Riding **Baltimore County Contract 2/27/26**

Vehicle W3F	2026 F350 4x4 Crew Chassis Cab SRW 179" WB	\$86,095
660A	XL Trim (Fleet) Power Group, Bluetooth, AM/FM Stereo	Inc
99T	6.7L Power Stroke V8 Diesel	Inc
44G	10-Speed Auto TorqShift	Inc
X3E	3.73 Electronic- Locking Axle	Inc
18B	Platform Running Boards	Inc
41H	Engine Block Heater	Inc
43C	Pro Power Onboard 400W	Inc
473	Snow Plow Prep Package	Inc
52B	Trailer Brake Controller	Inc
67A	350 Amp Alternator	Inc
872	Rear View Cam & Prep Kit	Inc
96V	XL Chrome Package	Inc
BODY	<b>READING CLS108ASW, 9' CLASSIC II SINGLE WHEEL STEEL SERVICE BODY. "A" COMPARTMENT LAYOUT- R/S &amp; C/S. PATENTED HIDDEN HINGES. STAINLESS STEEL ROTARY PADDLE LATCHES. MASTERLOCKING.</b>	Inc
OPT	<b>Boss 8ft Steel Super-Duty Electric Snow Plow Package</b>	\$9,316
Delvy	Delivery to Town of LaPlata	Inc
	Temp Tag	Inc
BBC	Baltimore County Contract Discount <b>FIN: QX735</b>	-\$2,374
Color (Z1)	Exterior: <b>(Z1)</b> White Interior: <b>(AS)</b> Vnyl Med Dark Slate	
Delivery Days	Days: 90-100 from Date of received PO	
Quantity: 1	<b>Total Price: \$93,034</b>	<b>\$93,034</b>

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 301-653-5325 or by e-mail at: Dwilson@AppleFord.com

Thank you, ☺  
Desmond Wilson



### Agenda Item Summary

**MEETING GROUP:** Town Council  
**STAFF RESOURCE:** Kristen DeMarr  
**DEPARTMENT:** Public Works  
**TYPE:** Town Council Resolution for Services  
**SUBJECT:** Town Hall Groundskeeping Contract

**BACKGROUND:**

The Town issued a Request for Bids (RFB) for Town Hall groundskeeping services for the FY26 season in March 2025; however, no bids were received. Given the timing and the late point in the season, staff provided lawn mowing, trimming, and seasonal bed cleanup spring through fall 2025.

In accordance with the Town’s procurement policies, staff contacted several providers to obtain quotes for groundskeeping services. Site visits were conducted with six contractors, four of which submitted estimates. Of the four estimates received, only two included lawn mowing services.

**FISCAL IMPACT:**

Funding for the proposed groundskeeping services contract is included in the Public Works Facilities FY26 Operating Budget. The recommended contract with River Oaks Landscape and Design, LLC totals \$20,785 annually. Of this amount, \$5,196.25 will be paid in FY26, while the remaining \$15,588.75 will be expensed during fiscal year 2027. The FY26 Operating Budget includes \$11,200 for groundskeeping services, which is sufficient to cover the FY26 portion of the contract. No additional appropriation is required.

**STRATEGIC PLAN ALIGNMENT:**

**Goal #2 – Operational Excellence: Enhance community programs and services by strengthening services and programs with adequate staffing and technical expertise.**

Engaging specialized groundskeeping professionals provides Town staff with the expertise and resources to maintain a well-kept and inviting Town Hall facility. This supports pride in our public spaces and ensures a high-quality experience for residents and visitors.



**Goal #4 – Community Identity: Become a regional destination for visitors by enhancing the downtown core with business services, small shops, a park-like environment, trees, clean streets, sidewalks, and other features that make it a pleasing and vibrant destination.**

Partnering with a professional landscaping provider supports the Town’s goal of maintaining attractive and well-kept public spaces. Properly maintained grounds at Town Hall ensure the lawn and surrounding green spaces remain welcoming for both residents and visitors while reinforcing the Town’s commitment to beautification and preserving its hometown character.

**SUSTAINABILITY CONSIDERATIONS:**

Providing professional landscaping services supports the Town’s commitment to environmental stewardship and sustainability. Professional landscapers utilize fertilization and irrigation practices that help reduce unnecessary water use, prevent over-fertilizing, and ensure equipment is operated efficiently to minimize environmental impacts. They also bring expertise in soil care, plant selection and maintenance practices that promote long-term plant health. Healthier lawns and plant beds require fewer chemical treatments and less frequent replacement, reducing overall waste.

Many landscaping providers incorporate eco-friendly fertilizers, compost, mulch, and integrated pest management (IPM) strategies that help protect local ecosystems and reduce chemical runoff into nearby waterways. Well-maintained landscapes also improve soil structure and plant coverage, increasing infiltration and reducing erosion and stormwater runoff.

Additionally, landscaping professionals may incorporate native or drought-tolerant plants, sustainable bed designs, and mulching practices that reduce water and chemical use while supporting biodiversity. Many companies also compost or recycle plant debris, further reducing landfill waste. Partnering with a professional landscaping provider therefore supports the Town’s sustainability goals through efficient resource use, improved green space health, and responsible environmental stewardship of the Town Hall property.

**ADA CONSIDERATIONS:**

Landscaping and groundskeeping directly affect the accessibility of exterior routes and public spaces around Town Hall. Properly maintained landscaping helps ensure that paths



*La Plata*  
MARYLAND

FOR LEGISLATIVE USE ONLY

**Item Number:** 2026-0325

**Date of Meeting:** March 24, 2026

of travel remain clear and unobstructed, supporting accessible access for all residents and visitors.

**RECOMMENDED ACTION:**

Adopt Resolution 26-18, “Town Hall Groundskeeping – Award of Contract,” authorizing the Town Manager to enter into a Groundskeeping Services Contract with River Oaks Landscaping and Design, LLC for the FY26/FY27 lawn care season, in the total amount of \$20,785.00.

**ATTACHMENT:**

River Oaks Landscape and Design, LLC Estimate

**COUNCIL OF THE TOWN OF LA PLATA  
Resolution 26-18**

---

**Introduced By:** Mayor Jeannine E. James

**Date Introduced:** March 24, 2026

**Date Adopted:**

**Date Effective:**

---

1 **A RESOLUTION** concerning

2  
3 **Town Hall Groundskeeping Services – Award of Contract**

4  
5 **FOR** the purpose of authorizing the Town Manager to enter into a Contract Services  
6 Agreement for the provision of groundskeeping services to the Town of La Plata at  
7 Town Hall; and all matters generally relating thereto.

8  
9 \* \* \* \* \*

10  
11 **WHEREAS**, the Council of the Town of La Plata recognizes the critical importance of  
12 responsible stewardship of Town-owned facilities; and

13  
14 **WHEREAS**, the Town desires to enhance the downtown core with business services,  
15 small shops, a park-like environment, trees, clean streets, sidewalks, and other features  
16 that make it a pleasing and vibrant destination; and

17  
18 **WHEREAS**, Town Charter § C8-23 and Town Code Chapter 43 requires that all  
19 expenditures in excess of twenty thousand dollars (\$20,000), be advertised for sealed bids,  
20 except for expenditures which the Town Council, by ordinance, has determined are not  
21 subject to the sealed bid requirements; and

22  
23 **WHEREAS**, the Town solicited bids via an open competitive bidding process  
24 consistent with Town procurement policies;

25  
26 **WHEREAS**, Town staff evaluated all bids received and recommends that the Town  
27 that the Town enter into a contract agreement with River Oaks Landscape & Design, LLC, of  
28 Hollywood, Maryland, for groundskeeping services including lawn maintenance, seasonal  
29 maintenance, lawn treatment, aeration, and overseeding at Town Hall; and

30  
31  
32

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

35  
36           **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**  
37 **LA PLATA** Noel C. Stevens, Town Manager, is hereby authorized to execute and deliver, on  
38 behalf of the Town of La Plata, a Contract Services Agreement with River Oaks Landscape &  
39 Design, LLC, of Hollywood, Maryland, for groundskeeping services for a term of nine (9)  
40 months, for the period of March 1, 2026, through November 30, 2026, and for a total  
41 expenditure of twenty thousand seven hundred eighty-five dollars (\$20,785.00).

42  
43           **BE IT FURTHER RESOLVED**, that the price quote attached hereto as Attachment 1 is  
44 hereby adopted and incorporated herein by reference.

45  
46  
47 **ADOPTED AND APPROVED** by the Council of the Town of La Plata this \_\_\_\_ day of  
48 \_\_\_\_\_, 2026.

**SEAL:**

**COUNCIL OF THE TOWN OF LA PLATA**

\_\_\_\_\_  
Jeannine E. James, Mayor

\_\_\_\_\_  
Paul C. Guttenberg, Councilman

\_\_\_\_\_  
Patrick McCormick, Councilman

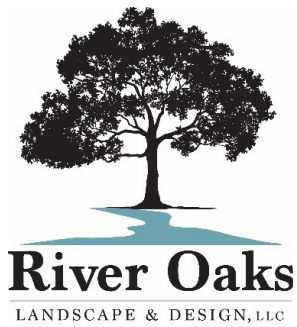
**ATTEST:**

\_\_\_\_\_  
Gregory Sampson, Jr., Councilman

\_\_\_\_\_  
Shelby Pritchett  
Town Clerk

\_\_\_\_\_  
Tyjon C. Johnson, Councilman

Date\_\_\_\_\_



October 30, 2025

Colleen Wilson &  
Donnie Garner  
Town of La Plata  
305 Queen Anne Street  
La Plata, MD 20646

RE: Town Hall Groundskeeping

Dear Colleen & Donnie -

Thank you for considering River Oaks Landscape & Design, LLC for your landscaping needs. We are excited about the opportunity to work with you and are committed to delivering exceptional service through every step of the process.

Our team takes great pride in providing high-quality workmanship, attention to detail, and dependable service. Enclosed, please find our proposal outlining the scope of work discussed for the lawn and seasonal maintenance for your review. I have also included a proposal for a full-scope lawn treatment program, as we discussed.

If you have any questions or would like further clarification on any aspect of the proposal, please do not hesitate to contact me. We are excited about this opportunity and look forward to partnering with you.

Respectfully,  
River Oaks Landscape & Design, LLC

Brandon Wheeler

## Proposal for Town of La Plata Town Hall Groundskeeping

The proposal below describes the services to be completed. It is for the 2026 Season, running March 1, 2026, through November 30, 2026.

**Lawn Maintenance Contract** – The scope of services in the contract will include:

- Weekly lawn maintenance
  - Mowing lawns
  - Trimming and edging of lawn areas
  - Clean up – Collection and disposal of excess trimmings
- Monthly Weed Control (Spring through Fall)
  - Concrete paver walkway areas - Application where and as needed
  - Lawn – Application where and as needed (Spring and Fall)

➤ The total price for the landscape contract would be **\$9,585**. Invoicing would occur monthly over the 9-month contract period, totaling \$1,065.

**Seasonal Maintenance Contract** – The scope of services in the contract will include:

- Seasonal (Spring – March/April & Fall – Oct/Nov)
  - Spring and Fall bed maintenance – Weeding and clean up, trimming shrubs, mulch application, and correlating edging

➤ The total price for the seasonal maintenance contract would be **\$9,300**. Invoicing would be \$4,650 each after completion in March/April and Oct/Nov timeframe.

Additional services and pricing requested during our meeting:

**Lawn Treatment Program Contract** – The scope of services in the contract will include:

- Lawn treatment program to include 7 applications as follows:
  - Application 1 – Early Spring (Fertilize)
  - Application 2 – Mid to late Spring (Weed Prevention)
  - Application 3 – Early Summer (Insect Prevention)
  - Application 4 – Mid-Summer (Disease Control)
  - Application 5 – Late Summer / Early Fall (Fertilize / Weed Control)
  - Application 6 – Fall (Winterization)
  - Application 7 – Lime

➤ The total price for the lawn treatment program contract would be **\$150 per application**. Invoicing would be after each application.

Additional suggested service:

- Between Application 5 and 6 - Aeration and overseeding of main lawn event space - **\$850**



### Agenda Item Summary

**MEETING GROUP:** Town Council  
**STAFF RESOURCE:** Karina Larsen, Treasurer  
**DEPARTMENT:** Finance  
**TYPE:** Town Council Resolution  
**SUBJECT:** Approval of New Online Platform – InvoiceCloud

**BACKGROUND:**

The purpose of this agenda item is to approve a change in the Town’s online payment platform from Municipal Online Payments/Global Payments to InvoiceCloud, effective July 1, 2026.

The Town evaluated three vendors that integrate with Tyler Pro 10 utility billing software. The review focused on cost structure, processing fees, functionality, integration capability, and customer experience features. Each vendor presented a demo of the product and provided references of local governments that use the platform.

Based on reference feedback, overall cost efficiency and expanded service offerings, staff recommends selecting InvoiceCloud.

The transition is intended to:

- Provide expanded online payment options for utility bills and other Town billings
- Reduce overall processing and miscellaneous costs
- Offer paperless billing enrollment options with online notifications
- Incorporate recurring auto-payment and scheduled payment options
- Improve customer convenience and accessibility

Currently, the Town only offers online credit card payments (Visa, MasterCard, and Discover). Check and ACH payments must be processed by office staff.

InvoiceCloud will provide the following expanded payment options:

- American Express
- Visa / MasterCard / Discover
- PayPal
- Apple/Google Pay



- ACH / EFT (e-check)

InvoiceCloud will also assist with marketing campaigns to promote paperless billing enrollment.

**Credit Card Fee Policy Background**

Prior to 2022, residents were responsible for paying credit and debit card processing fees associated with online payments. During the COVID-19 pandemic, the Town modified its policy and began absorbing all credit and debit card processing fees to provide financial flexibility and support to residents during a period of economic uncertainty.

Staff now recommends returning to the Town’s pre-2022 practice of having residents cover credit and debit card processing fees. Based on recent transaction volumes, this change is estimated to result in approximately \$180,000 in annual savings to the Town.

Under the proposed structure:

- Credit and debit card processing fees will be paid by the resident.
- The Town will cover the \$1.95 ACH/e-check online payment fee to provide an online fee free payment method.

This approach maintains a no-fee online option for residents while significantly improving the Town’s fiscal position. This change will be incorporated in the FY2027 budget and fee schedule.

**Implementation Cost**

To implement the change, a one-time fee of \$1,608 is required to add the Account Import feature to the Utility Billing module within Tyler Pro 10. There is no implementation fee for InvoiceCloud platform.

**FISCAL IMPACT:**

This initiative will be incorporated into FY27 operations.

**One-Time Cost:**

- \$1,608 – Tyler Pro 10 Account Import feature enhancement



**Estimated Annual Savings:**

Approximately \$180,000 from shifting credit/debit card processing fees to residents

	<b>InvoiceCloud Rates</b>	<b>Municipal Online Payments Rates</b>
<b>Portal Fees</b>		
Monthly Access Fee	\$195.00	\$145.00
Online Per Transaction	\$0.00	\$2.00
Phone Per Transaction	\$0.95	\$1.95
<b>Payment Processing Fees</b>		
Credit Card Processor Rate	3% (Min \$2.95)	3.18%
PayPal, Apple Pay, & Google Pay	3% (Min \$2.95)	N/A
Monthly Miscellaneous Fees	\$0.00	\$424.11
Monthly Card Reader Fee	\$40.00	\$0.00
E-check (ACH) & Online Bank Direct	\$1.95	N/A
Chargebacks	\$10.00	\$15.00
<b>Billing Fees</b>		
Paperless Billing	\$0.05	N/A

The elimination of monthly miscellaneous fees and per-transaction portal fees, combined with the projected \$180,000 annual savings from shifting credit card fees back to residents, significantly improves the fiscal sustainability of this service.

Overall, this initiative reduces recurring operating expenditures, provides better cost transparency, and supports long-term financial stability.

**STRATEGIC PLAN ALIGNMENT:**

This initiative supports the Town’s Strategic Goals of:

- **Good Governance** – Improved transparency and modernization of financial systems
- **Operational Excellence** – Streamlined processing, automation, and reduced staff manual entry



- **Community Identity** – Enhanced customer service experience
- **Public Service Readiness** – Improved digital access and payment flexibility

**SUSTAINABILITY CONSIDERATIONS:**

InvoiceCloud promotes paperless billing enrollment, reducing printing and mailing costs and decreasing paper usage. This supports environmental sustainability efforts and aligns with broader community sustainability goals.

Encouraging ACH payments over credit cards supports economic sustainability by reducing overall transaction processing costs for Town residents.

**ADA CONSIDERATIONS:**

InvoiceCloud provides ADA-compliant online payment interfaces. The platform is designed to meet current accessibility standards, improving equitable access to online services.

**RECOMMENDED ACTION:**

Staff recommends that the Town Council approve the transition from Municipal Online Payments/Global Payments to InvoiceCloud as the Town's online payment provider, approve the \$1,608 one-time Tyler Pro 10 Account Import feature cost, authorize the policy change requiring residents to cover credit and debit card processing fees while the Town cover ACH fees, and authorize implementation effective July 1, 2026.

**ATTACHMENTS:**

- InvoiceCloud Statement of Work
- InvoiceCloud Biller Order Form
- Tyler Pro 10 Enhancement Quote

**COUNCIL OF THE TOWN OF LA PLATA  
Resolution 26-19**

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**Introduced By:** Mayor Jeannine E. James

**Date Introduced:** March 24, 2026

**Date Adopted:**

**Date Effective:**

---

1 **A RESOLUTION** concerning

2  
3 **Online Payment Platform**

4  
5 **FOR** the purpose of authorizing the Town Manager to enter into a Contract Services  
6 Agreement for the provision on online payment services by Invoice Cloud and the  
7 integration of such services with the Town’s existing utility billing software, Tyler Pro  
8 10; and all matters generally relating thereto.

9  
10 \* \* \* \* \*

11  
12 **WHEREAS**, the Town desires to demonstrate Good Governance through improved  
13 transparency and modernization of financial systems; and

14  
15 **WHEREAS**, the Town desires to pursue Operational Excellence through streamlined  
16 processing and automation of its financial systems and by enhancing delivery of customer  
17 service; and

18  
19 **WHEREAS**, the Town desires to demonstrate Public Service Readiness through  
20 improved digital access and payment flexibility; and

21  
22 **WHEREAS**, Tyler Technologies, Inc., is the existing service provider of the Town’s  
23 financial management system, Tyler Pro 10; and; and

24  
25 **WHEREAS**, the services of Invoice Cloud will enhance staff efficiency and customer  
26 service while supporting the Town’s economic and environmental sustainability efforts; and

27  
28 **WHEREAS**, Town Charter § C8-23 and Town Code Chapter 43 requires that all  
29 expenditures in excess of twenty thousand dollars (\$20,000), be advertised for sealed bids,  
30 except for expenditures which the Town Council, by ordinance, has determined are not  
31 subject to the sealed bid requirements; and

32  
33 **WHEREAS**, the Town solicited bids via an open competitive bidding process  
34 consistent with Town procurement policies;

35

36           **WHEREAS**, Town staff evaluated all bids received and recommends that the Town  
37 enter into a contract agreement with Invoice Cloud, of Boston, Massachusetts, under the  
38 conditions outlined in a Statement of Work attached hereto as Attachment 1; and

39  
40           **WHEREAS**, Town Staff believes the purpose and intent of Town Charter §C8-23 has  
41 been met.

42  
43           **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF**  
44 **LA PLATA** Noel C. Stevens, Town Manager, is hereby authorized to execute and deliver, on  
45 behalf of the Town of La Plata, a Contract Services Agreement with Invoice Cloud, of Boston,  
46 Massachusetts, for services associated with the Invoice Cloud Electronic Bill Presentment  
47 and Payment SaaS Platform, for a term that shall commence upon execution of the contract.

48  
49           **BE IT FURTHER RESOLVED**, that the Invoice Cloud Statement of Work attached  
50 hereto as Attachment 1 is hereby adopted and incorporated herein by reference.

51  
52           **BE IT FURTHER RESOLVED**, that the Invoice Cloud Biller Order Form attached hereto  
53 as Attachment 2 is hereby adopted and incorporated herein by reference.

54  
55           **BE IT FURTHER RESOLVED**, that the Tyler Pro 10 Enhancement Quote attached  
56 hereto as Attachment 3 is hereby adopted and incorporated herein by reference.

57  
58

59 **ADOPTED AND APPROVED** by the Council of the Town of La Plata this \_\_\_\_ day of  
60 \_\_\_\_\_, 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

\_\_\_\_\_  
Shelby Pritchett  
Town Clerk

\_\_\_\_\_  
Tyjon C. Johnson, Councilman

Date \_\_\_\_\_

**Invoice Cloud, Inc.  
Statement of Work  
[Town of La Plata]**

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**Invoice Cloud, Inc.**  
**Statement of Work**  
**[Town of La Plata]**

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## Introduction

The Invoice Cloud Electronic Bill Presentment and Payment (EBPP) SaaS Platform (the Service) provides [Town of La Plata] (Biller) and Biller’s customers with inbound digital payment capabilities, such as searching for and paying invoiced and non-invoiced items with credit cards, electronic checks, and other requested payment types, in a public cloud environment that complies with PCI security standards. Invoice Cloud also provides outbound payment capabilities for insurance claims, agent commissions, and premium refund payments.

## Service Summary

The business benefits and key capabilities of the Service are summarized below.

### 1. Compliance with Industry and Security Standards

Invoice Cloud complies with current Payment Card Industry (PCI) standards, the Cardholder Information Security Program (CISP) regulations, and National Automated Clearinghouse Association (NACHA) rules and guidelines, in order to protect the privacy and security of cardholder data.

- a. PCI DSS 4.0—Invoice Cloud’s compliant storage for customer information is certified by Visa and MasterCard. Data is encrypted in-flight via SSL. All confidential information is handled in accordance with PCI standards.
- b. Software as a Service (SaaS) Architecture—The Service is architected and hosted in a secure Azure public cloud tenant, i.e., EBPP databases and servers are hosted offsite from Billers.

### 2. Digital Payment Capabilities

Inbound digital payment capabilities include, but are not limited to:

- a. Support for multiple payment sources like the Invoice Cloud Virtual Site for guest payments; the Invoice Cloud Customer Portal for registered users; the Invoice Cloud Biller Portal for administrators and CSRs; Interactive Voice Response (IVR) for phone call payments; Online Bank Direct (OBD), for Billers to electronically import ACH payments initiated from bank bill sites; Point of Sale (POS) terminals, for payments made at a CSR or Agent’s office; and an Express Payments feature, where a customer clicks a payment link in a notification email or SMS sent by the Service.
- b. Payments can also be made when a Biller integrates EBPP web services with their CIS or core billing system portal to render Invoice Cloud payment pages via iFrame or a Redirect.
- c. Billers decide what payment sources listed above are permitted and configured. Billers decide whether to enable the Pay by Text option. And Billers decided whether to enable Paperless and Autopay billing per invoice type.
- d. Customers with registered accounts that have scheduled payments or are registered for AutoPay receive email notifications from the Service of pending payments. Once a payment is made, a payment confirmation email is sent. re

**Invoice Cloud, Inc.**  
**Statement of Work**  
**[Town of La Plata]**

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- e. Customers with registered accounts who elect paperless billing are automatically placed back on paper billing if their email address is undeliverable. The Biller is also notified via email when email addresses are undeliverable.
- f. The Service complies with the Federal E-Signature Act for Paperless billing and AutoPay by requiring a customer to respond to a post-enrollment confirmation email for each option.
- g. The Biller can specify allowed payment types, including Credit Cards (e.g., Visa, MasterCard, American Express, and Discover), Electronic Checks (e.g., ACH, eCheck, EFT), Point of Sale (POS), PayPal (e.g., PayPal, PayPal Credit, Venmo), and more.

Outbound digital payment capabilities include:

- a. Support for distributing outbound payments, such as claims payments, agent commissions, and premium refunds for Biller. Digital payments can help Biller drive down costs associated with making these payments via paper checks.

### 3. Invoice Cloud Customer Portal

The Invoice Cloud Customer Portal is the UI/UX for customers with registered accounts to manage their payment options, schedule payments, search for and pay invoiced and non-invoiced items, and more. Key capabilities include:

- a. Invoices (Bills) are presented electronically in a Biller branded portal.
- b. Customers who register their accounts with Invoice Cloud receive login credentials via email. Alternatively, automatic account registration is a feature of Invoice Cloud's SAML SSO web service.
- c. Customers with registered accounts can access features such as making payments, reviewing payment history, scheduling payments, setting up AutoPay, etc. The Biller can specify the authentication method required for registration.
- d. The Biller can enable an option for customers without registered accounts to make one-time payments in a Guest Payment or "Virtual Site".
- e. The Service includes shopping cart functionality.
- f. A customer with multiple accounts, e.g., Taxes and Utility, can "link" the accounts under a single registration. Then, upon signing into the portal, they can select the account they require for a payment task.
- g. For each invoice type, a customer with a registered account can specify a default payment type.
- h. The Bill Presentment feature displays a copy of a customer's bill (PDF format) or renders a bill copy using an HTML template.
- i. Customers with registered accounts can access twenty-four (24) months of rolling account, invoice, and payment history.

**Invoice Cloud, Inc.**  
**Statement of Work**  
**[Town of La Plata]**

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#### 4. Invoice Cloud Biller Portal

The Invoice Cloud Biller Portal is the UI/UX where authorized Biller administrators and CSRs access reports; manage registered users; search for customers, invoices, payments, and data exchange files; manage reconciliations, the Online Bank Direct service, and outbound campaigns; initiate payments or credits; log in as a customer with the customer's authorization, and more. Key capabilities include:

- a. Users can log in as a customer with the customer's authorization and assist customers with certain actions like making a payment. An audit log is maintained on whoever assisted a customer with making a payment on their behalf and the source.
- b. Users can block future customer payments as well as restrict payment types.
- c. Users with the highest permission level can manage roles and other portal users. Role-based feature permissions ensure adherence to the principle of least privilege, i.e., users should only have access to the minimal set of features required to perform assigned work, such as viewing data, creating reports, resending email notices, processing payments, credits or refunds, editing email templates, and more.
- d. Biller can configure which administrative and request notifications are automatically sent to selected employees. This feature allows different departments to receive targeted notifications in a timely manner, including:
  - ACH Reject Notifications
  - Batch Close Notifications
  - Daily Management Report
  - File Processing Notifications
  - Month End Billing Invoice
  - Paperless Customer Email Bounce Daily Report
  - Request System Notifications
  - Status Notifications (notifications of planned outages, new features, etc.)
- e. Biller can configure and customize the handling of customer accounts and payments like:
  - Allowing AutoPay and scheduled payments
  - Allowing customers to update their phone or mailing address through the Invoice Cloud Customer Portal
  - Allowing customers to pay less or more than the balance due based on receivable type
  - Updating Refund Policy description
  - Updating customer service phone number
- f. Biller can access a selection of pre-configured reports for daily, monthly, or date range activity. Most reports can be exported to Excel files or scheduled for download as a custom report, as indicated by an asterisk (\*) in the report name. All stored payment data is truncated on all reports. Available reports currently include:
  - Search Customers\*
  - Search Invoices
  - Search Payment transactions\*
  - Monthly Summary
  - View Scheduled Payments\*
  - Invoice File History
  - Import Errors
  - Daily Payments Received\*

**Invoice Cloud, Inc.**  
**Statement of Work**  
**[Town of La Plata]**

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- Registration Report\*
- AutoPay Report\*
- Paperless Report\*
- Data Synchronization History
- EFT/ACH Rejects\*
- Total Outstanding Invoices
- Email Notification Summary
- Email Statistics
- Email Tracking
- Bounced Email Report

## 5. Email Notifications

The Service provides customizable invoice-type-specific email templates to use for activity notifications. The templates are customized in the Invoice Cloud Biller Portal using a Word style editor and support the insertion of hyperlinks (e.g., websites, electronic documents, bill inserts, etc.) and select fields included in Biller's invoice data updates.

- Up to three (3) email notifications can be scheduled. The first notification is based on the days since the invoice's due date. The second and third notifications are only sent to customers with outstanding balances, not those with a scheduled payment or who signed up for AutoPay.
- At Biller's discretion, email notifications can be delivered for any event below.
  - First Invoice Email Notification
  - Third Invoice Email Notification
  - Declined AutoPay Transaction
  - Declined Scheduled Payment Notification
  - AutoPay Registration Notification
  - ACH Reject/Chargeback Notices (with reason codes and descriptors)
  - Scheduled Payment Confirmation
  - Scheduled Payment Reminder
  - Online Bank Direct Payment Receipt
  - Linked Accounts Second Notice Notification
  - AutoPay Off Confirmation
  - Multiple Registered Customers Welcome Email
  - Recurring Scheduled Payment Canceled
  - Second Invoice Email Notification
  - Payment Transaction Receipt
  - Late Fee Email Notification
  - Registered Customer Welcome Email
  - Paperless Registration Notification
  - Credit Card Expiration Notification
  - AutoPay Reminder Notification
  - Paperless Off Confirmation
  - Linked Accounts First Notice Notification
  - Linked Accounts Third Notice Notification
  - Conveyed Customer Notification
  - Recurring Scheduled Payment Confirmation

**Invoice Cloud, Inc.**  
**Statement of Work**  
**[Town of La Plata]**

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## 6. Invoice Type Configuration

The Service provides extensive invoice type-specific customizations. Each invoice type can accept different payment types, customizations, and business rules. The invoice parameters are reviewed and finalized in the Implementation engagement.

For example, for each invoice type, Biller can:

- a. Allow partial payments, overpayments, full balance only, and late fees.
- b. Allow payments beyond the due date.
- c. Allow multiple payment types on the same invoice, even when partial payments are allowed. Credit/debit cards and eChecks (ACH) can be run separately, and unlimited remittance types can be used. For example, a customer can pay a portion of an invoice from their checking account, another portion with a Visa credit card, and the remainder with a second credit card of any type.

## Service Implementation

Invoice Cloud's project management plan for Biller's Service Implementation is detailed below.

## 7. Project Management

Invoice Cloud adheres to PMI project management best practices. Our approach and tools include:

- a. Managing project phases with clear-cut milestones and deliverables.
- b. Using Smartsheet for collaborative project scheduling and task management.
- c. Tracking risks, actions, issues, and decisions with a RAID log.
- d. Assigning dedicated resources with the requisite experience and competencies.

## 8. Invoice Cloud Resources

Invoice Cloud assigns an Implementations Manager (IM) on each Implementation project. The IM is Biller's primary contact and coordinates all internal and external project stakeholders and participants according to plan. The IM also coordinates the drafting, review, update, and distribution of project artifacts, including, but not limited to:

- a. New Biller Questionnaire—documents parameters, rules, settings, and features needed to set up and initiate the Service.
- b. Project Timeline—Project schedule and milestones.
- c. Testing Plans—Any required system integration (SIT) and user acceptance test (UAT) plans.
- d. Training Plans—Required plans to train future users of the Service.

However, complex implementations are led by an Enterprise Project Manager (PM), with the Implementation Manager focused on providing subject matter expertise and configuration and onboarding management.

**Invoice Cloud, Inc.**  
**Statement of Work**  
**[Town of La Plata]**

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If a “Custom Integration” with Biller’s CIS or core billing system is required, an Integrations Manager (INM) working closely with a Solutions Engineer (SE) leads an integration requirements discovery, design, and development effort. However, an Integrations Manager is typically not required if Biller’s CIS or core billing system is going to be integrated with Invoice Cloud’s EBPP Platform using a “Standard Integration”—a pre-built and tested integration solution. Invoice Cloud has developed and deployed many standard integrations, including Munis CIS integrations (for the government and utilities market) and a Guidewire accelerator (for the insurance market).

## 9. Invoice Cloud Responsibilities

Invoice Cloud responsibilities include:

- a. Project Management & Planning
  - Assign a PM or IM to oversee the Implementation engagement.
  - Develop a detailed project plan, including timelines, milestones, and resource allocation.
  - Conduct regular project status meetings and provide status reports to Biller.
- b. Solution Design & Architecture
  - Conduct a requirements analysis to understand Biller’s business requirements.
  - Architect a solution aligned with Biller’s requirements and best practices.
  - Provide a Solution Design Document (SDD) for review, revision, and approval, where applicable.
- c. Configuration & Customization
  - Configure the software according to the agreed specifications.
  - Ensure that all configurations are aligned with the solution architecture.
- d. Data Migration
  - Provide requirements and guidance to facilitate legacy data migration.
  - Make commercially reasonable efforts to ensure data quality and consistency during migration, subject to the accuracy and completeness of Biller-supplied data.
  - Test and validate the migrated data with the customer.
- e. Testing & Quality Assurance
  - Conduct system, integration, and Internal Acceptance Testing (IAT) before the Go Live Date.
  - Resolve material defects or issues identified during testing within the agreed timeline.
  - Draft User Acceptance Testing (UAT) plan.
- f. Training & Documentation
  - Provide training materials and sessions for Biller’s end-users and administrators.
  - Provide user manuals, technical documentation, and other supporting documents.
- g. Go Live Support & Post-Go Live Support
  - Provide remote support during the Go Live phase to address issues.
  - Facilitate post-Go Live support to resolve any remaining issues.

**Invoice Cloud, Inc.**  
**Statement of Work**  
**[Town of La Plata]**

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## 10. Biller Responsibilities

Biller responsibilities include:

- a. Project Management, Resources & Coordination
  - Assign a project manager or primary point of contact.
  - Provide timely feedback on project plans, milestones, and deliverables.
  - Consider including Invoice Cloud and other project participants, e.g., CIS or core billing system vendor, system integrator, in planning sessions if the Service deployment is part of a broader initiative, such as a new CIS or core billing system implementation.
  - Dedicate sufficient and professionally trained personnel to support the Implementation process and its use of the Service in compliance with all applicable laws.
  - Collaborate on and agree to a joint project schedule and make commercially reasonable efforts to stay on task; Biller should endeavor to have their other vendors, e.g., system integrator, print vendor, etc., do the same.
  - Assign an empowered executive sponsor to whom issues can be escalated for resolution.
  - Biller must ensure that their other software and service providers, e.g., CIS or core billing system vendor or system integrator, provide Invoice Cloud with the information and deliverables required according to the plan to achieve the target Go Live Date.
- b. Requirements Gathering & Documentation
  - Provide clear and complete requirements, including business workflows and data requirements.
  - Review, approve, and formally sign off on solution designs and configurations provided by the vendor to confirm alignment with project requirements.
- c. Change Requests
  - Submit change requests in writing for review. All change requests are subject to evaluation for potential impacts on project scope, timeline, and costs and require formal approval before implementation, and must be memorialized by the parties in writing by completing a Change Order Form signed by both parties.
- d. Data Conversions
  - Coordinate data exports from legacy payment systems for ACH, autopay, and user registration conversions.
  - Perform necessary data cleansing and preparation for migration.
- e. Training & Change Management
  - Ensure attendance of end-users in vendor-led training sessions.
  - Ensure that internal change management efforts are in place to support user adoption.
- f. User Acceptance Testing (UAT)
  - Begin testing within a week from the initial delivery of the test platform from Invoice Cloud and make continuous efforts to complete testing.

**Invoice Cloud, Inc.  
Statement of Work  
[Town of La Plata]**

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- Conduct UAT based on biller-supplied and Invoice Cloud-supplied test cases and report issues found to Invoice Cloud.
  - Provide formal written sign-off upon successfully completing User Acceptance Testing (UAT) that the system meets agreed-upon requirements and is ready for final Go Live preparation. Note that UAT is a collaborative milestone used to validate that the configured solution meets the functional requirements agreed upon in the Solution Design Document. The parties acknowledge and agree that UAT does not create termination rights under the Biller Agreement and shall not be viewed as nor constitute a form of formal contract acceptance.
- g. Go Live & Operational Readiness
- Confirm readiness for Go Live, including data migration, user access, and training completion.
  - Notify Invoice Cloud no less than 30 days before any change in the agreed Go Live Date. Send any changes to the Go Live Date to InvoiceCloud in writing so changes to internal resource allocation and scheduling can be made in advance.
  - Launching the Service approximately two weeks after UAT.
  - Prepare internal support teams for post-Go Live support.

## 11. Joint Responsibilities

Joint responsibilities include:

- a. Project Governance
- Establish and ensure the active participation of executive project stakeholders from the vendor and customer in the steering committee.
  - Participate in joint project status meetings and reviews.
- b. Scope Management
- Collaborate to manage project scope, adjusting schedule and cost based on change requests.
  - Evaluate the impact of changes on timeline, cost, and resources.
- c. Risk Management & Issue Resolution
- Identify potential risks to the project timeline, quality, or budget.
  - Collaborate on mitigation strategies and promptly address issues as they arise.
- d. Integration with Third-Party Systems
- Jointly plan and manage any required integrations with third-party applications.
  - Collaborate on testing and troubleshooting of integrated systems.

These responsibilities help define clear expectations and ownership for each party involved in the Implementation project, minimizing misunderstandings and ensuring alignment of deliverables and timelines.

**Invoice Cloud, Inc.**  
**Statement of Work**  
**[Town of La Plata]**

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## 12. Draft Implementation Phases and Milestones

### **Phase 1 – Engagement**

- Project Kickoff
- Detailed Biller questionnaire
- Boarding Paperwork
- Sample Files Received
- Customer Training Overview

### **Phase 3 – Implementation**

- Virtual Site Configuration
- Biller User/Roles Setup
- Integration Coding
- IVR Setup
- Marketing Schedule Finalized

### **Phase 5 – Go Live Preparation**

- Marketing Complete
- Customer Stakeholder Sign-off
- Production Data Loaded
- Post-Live Support Overview
- Biller Go Live!

### **Phase 2 – Integration (if applicable)**

- Discovery
- Integration Design
- Integration Development
- Systems Integration Testing (SIT)
- Approval and Release

### **Phase 4 – Training & Testing**

- Customer Training
- Internal Acceptance Testing (IAT)
- Customer Demonstration
- User Acceptance Testing (UAT)
- Go Live Date Confirmed

## 13. Implementation-Related Fees

During Implementation, Invoice Cloud will provide access to the Service, including one (1) production and one (1) test environment, with additional environments available for an additional fee. Access to these environments is essential to many Implementation project tasks, including configuration, customization, system integration, testing, training, and other Go Live preparation tasks. In the event Biller has not gone live with the Services within the number of months set forth in the Biller Order Form, a monthly Pre Launch Hosting Fee will be assessed to continue providing these environments until the Go Live Date.

An Implementation Fee will be charged to cover the planning, configuration, integration support, testing coordination, and initial deployment services required to successfully implement the Service. This fee also covers the allocation of dedicated project resources, access to Implementation tools and environments, and delivery of best-practice onboarding tailored to Biller’s requirements. The Implementation Fee will be payable as outlined in the Biller Order Form payment schedule. Work on Implementation will not begin until Invoice Cloud receives the Implementation Fee, as set forth in the Biller Order Form.

Invoice Cloud reserves the right to charge, at its standard rates as provided below, for changes and additions to an approved Implementation scope or integration design and for cases where Biller or other vendors fail to meet

**Invoice Cloud, Inc.**  
**Statement of Work**  
**[Town of La Plata]**

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agreed-upon project schedule commitments. Fees may also be incurred for any Implementation, or post-Implementation, Biller requests, including any of the following services:

- a. Custom development and features not stated on the SOW, and change requests and modifications to existing platform functionality not stated in the SOW.
- b. Required integration of new or additional CIS or core billing systems not stated in the SOW, including future Biller replacement or upgrade of its existing complementary software system(s).
- c. Changes to bill presentment (web and PDF templates), billing system integrations, and other Service components coded or configured to the Biller's specifications after the Biller has signed off on the relevant specification or the Service is in production.
- d. Custom reports, custom data extracts, and other custom export files.
- e. Data conversion not listed in the SOW, or repetitive re-loading of data due to Biller error.

Invoice Cloud's standard rates for work performed on changes or additions to Implementation or for Biller requests post-Implementation are \$250 per hour for engineering work and \$225 for consulting and project management. Invoice Cloud may charge additional fees for certain Biller requests, which shall be agreed to in writing by both parties prior to any work being performed on such requests.

#### 14. System Integration

Appendix B details the data synchronization integration requirements between the Service and the Biller's CIS or core billing system.

This SOW does not include detailed requirements for integrating the EBPP UI/UX pages with Biller's CIS or core billing system portal. However, these will be discussed and documented during the Implementation project discovery phase. For whatever use cases are required, e.g., Biller's Customer, CSR/Agent, Administrator, etc., an Invoice Cloud Solutions Engineer will provide Biller and System Integrator developers with the API coaching and support required to leverage the required EBPP Platform UI/UX web services.

#### 15. Support & Training

- a. Business Hours — Invoice Cloud's business hours are Monday through Friday from 8:00 AM to 8:00 PM Eastern Standard Time (EST). Note: Biller Support hours are 8:00 AM to 8:00 PM EST. Support hours for Biller's customers are 8:00 AM to 4:00 PM EST.
- b. Help Desk — The Service will provide a helpdesk ticketing system for Biller within the Invoice Cloud Biller Portal to get help from the Invoice Cloud client support team. This tool will allow Biller to track and retain resolutions for historical reference.
- c. Support for Biller's Customers — Support is two-tiered, with Biller staff as the first line of support regarding account registration and billing questions. Issues with the Invoice Cloud service operation or incorrect credit card charges will be routed to Invoice Cloud Client Support via telephone or a Biller helpdesk ticket.
- d. Biller Support — If Biller encounters an inquiry that it cannot resolve, Biller should create a helpdesk support ticket. Invoice Cloud Customer Support will address the issue and, if applicable, provide training

**Invoice Cloud, Inc.**  
**Statement of Work**  
**[Town of La Plata]**

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to Biller to allow the address of tickets in a timely matter, often within twenty-four (24) business hours. Technical support is available during business hours.

- Routine Technical Support — Technical Support is available during business hours. The Biller may call customer support directly; however, the helpdesk ticketing system is encouraged as the preferred contact method. Invoice Cloud staff views all tickets as they are submitted and routes them to the appropriate person for resolution.
  - Emergency After-Hours Support — The helpdesk service is monitored after business hours, and Invoice Cloud aims to address all emergency support issues within one (1) hour. An emergency support issue involves the system being down and inoperable and does not include payment issues. The Biller may request that an email notification be provided if the system is down and inoperable.
- e. Service Enhancements — Most enhancements do not require action on the part of Biller. Upgrades, as agreed, are done at the Invoice Cloud server level, so there are no mandatory actions for Biller. Enhancements do not affect support levels.
- f. Biller Training — Biller staff will be guided in using the system through in-house training, documentation, remote live sessions, and access to our client support team.
- All standard training will be done remotely. Invoice Cloud training includes our Customer Portal and the Invoice Cloud Biller Portal.
  - Biller’s technical staff receives separate training on uploading bill files and other applicable processes.
  - Biller will receive ongoing phone and Go-To-Meeting training during the first month of use at no additional cost.

## 16. Marketing

Invoice Cloud provides marketing support at no charge for Billers to promote Invoice Cloud’s digital payment capabilities and user experiences to Biller’s customers.

Invoice Cloud’s marketing team will schedule a one (1) hour conference call to review best practices for promoting the Service. Sample templates for the items below will be provided with customizations available upon request. The marketing collateral that Invoice Cloud provides may include:

- a. Bill Inserts
- b. Newsletters
- c. Envelope Teasers
- d. Pay Button Link
- e. Posters with Acrylic Stands for Payment Counters
- f. Business “take-away” cards with QR code
- g. Local cable/TV station announcement

**Invoice Cloud, Inc.  
Statement of Work  
[Town of La Plata]**

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**[SIGNATURE PAGE FOLLOWS]**

**Invoice Cloud, Inc.  
Statement of Work  
[Town of La Plata]**

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Signature Page

This SOW references many products, services, and payment methods. However, only the specific products, services, and payment methods selected by [Town of La Plata], as outlined in the Biller Order Form, are included in the delivery.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this SOW.

**[Town of La Plata]**

**Invoice Cloud, Inc.**

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

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

Printed Name: \_\_\_\_\_

Printed Name: Kevin W. O'Brien

Title: \_\_\_\_\_

Title: Chief Executive Officer

Date: \_\_\_\_\_

Date: Kevin W. O'Brien

Appendix A – Implementation Scope and Service Modifications

Appendix B – System Integration Requirements

Modules & Features	Tyler Technologies - Incode
<b>PRODUCTS</b>	
Invoice Types	Utilities
EBPP	Supported
Cloud IVR Connect	Supported
Pay by Text	Supported
Apple Pay	Supported
Google Pay	Supported
PayPal	Supported
<b>DATA EXCHANGE</b>	
	<b>Method</b>
Invoices	Invoice Cloud FTP
Payments	Lockbox/Payment File
AutoPay Flags	Manual via Biller Portal
Paperless Flags	Manually via Biller Portal
Account Balances	Adjustment/Balance File - FTP
Block Payment Method (Credit/ACH)	Manually within Biller Portal
<b>INVOICE FILES</b>	
IC Translates file	Supported
Historical Data (2 years shown online)	Supported
<b>BILL PRESENTMENT</b>	
PDF Extraction (Partial/Full)	Supported
Link to PDFs	Preferred
<b>BATCH CLOSE</b>	
Standard or Custom	Custom
<b>CUSTOM OPTIONS</b>	
Branded Biller Portal	Supported

Branded Payer Portal	Supported
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## Appendix C – Project Deliverables

<b>Deliverable</b>
Sample Invoice File (BIF)
Sample Adjustment File
Sample Images of Bills
Auto Pay Conversion data if applicable
Paperless conversion data if applicable

SALES INFORMATION			
IC Sales Rep	Ryan Quinn	Vertical	Utility
Order Date	3/11/2026	Billing Software	Tyler - Incode (ERP Pro)

BILLER INFORMATION			
Ownership Type	Government	Phone	(301) 934-8421 Fax
Full Legal Name	Town of La Plata	Website URL	https://townoflaplata.org/
Address 1	305 Queen Anne Street	Bus. Open Date	
Address 2		Federal Tax ID	
City	La Plata	<i>*Federal Tax ID and Legal Name must match on all documents</i>	
State	MD	ZIP	20646

BILLER CONTACT	
Primary Contact Name	Noel C. Stevens
Phone	301-934-8421
Email Address	cstevens@townoflaplata.org

SIGNING AUTHORITY			
Name	Noel C. Stevens	Title	Town Manager
Phone	301-934-8421	Fax	
Email Address	cstevens@townoflaplata.org		

BILLER BANK ACCOUNT (FOR INVOICE CLOUD AND NETWORK FEES, AND AS PROVIDED IN THE BILLER AGREEMENT)	
<b>Note: Must include voided business check or bank letter for each unique account</b>	
Billing Method	Direct Debit
Routing #	
Last 4 Acct #	

PAYMENT METHODS ACCEPTED	
Payment Methods	[American Express] [VISA/Mastercard/Discover] [PayPal] [ACH/EFT]

BILLER PRICING (see attached Invoice Type Parameter Sheet(s) for invoice-type-specific pricing; see also Implementation Fee Details section below for additional pricing information)**			
Description	Interval	Cost Type	Cost
Biller Portal Access Fee	Monthly	Fixed (\$)	\$195.00
Credit Card - Chargeback Fee Submitter	Per Transaction	Fixed (\$)	\$10.00
EFT - ACH Reject Fee Submitter	Per Transaction	Fixed (\$)	\$10.00
PayPal Brands - Chargeback Fee (PayPal Brands)	Per Transaction	Fixed (\$)	\$10.00
Invoice Presentment For Paperless Customers	Per Transaction	Fixed (\$)	\$0.05
Pre Launch Hosting Fee	Monthly	Fixed (\$)	\$195.00

HARDWARE			
Card Reader Type	EMV	Quantity	1
Cost per Reader	\$40.00		

RESOLUTION 26-19  
Attachment 2

Card Reader	PAX A80		Billing Interval	Monthly	
Shipping Address (if different than location address)					

DATA RETENTION		
Months to Keep	24	*Additional Fees apply if greater than 24 months

IMPLEMENTATION FEE DETAILS			
Fee Description	Interval	Cost	
Implementation Fee (as described in the SOW)	One-Time	\$	
Pre Launch Hosting Fee** Amount	Months until Pre Launch Hosting Fee Starts		
\$	6		

*\*\*Biller is responsible for paying the Pre Launch Hosting Fee Amount if the number of months listed in "Months until Pre Launch Hosting Fee Starts" elapses following the Effective Date and Biller's Go Live Date has not occurred. Once in effect, the Pre Launch Hosting Fee Amount will be charged to Biller each month until the Go Live Date occurs.*

NOTES/SPECIAL HANDLING

**[SIGNATURE PAGE FOLLOWS]**

CERTIFICATION AND AGREEMENT

- A. By signing below, the Biller hereby ratifies its authorization for Invoice Cloud, Inc. ("Invoice Cloud") to execute debit/credit entries to the Biller Bank Account(s) indicated above at the depository financial institution(s) named above and to debit/credit the same such account(s). The Biller acknowledges that the origination of ACH transactions to its account(s) must comply with the provisions of U.S. law. This authority is to remain in full force and effect until (i) Invoice Cloud has received written notification (by electronic or U.S. mail) from the Biller of its revocation in such time and manner as to allow Invoice Cloud a reasonable opportunity to act on it, but not less than 10 business days notice; and (ii) all obligations of the Biller to Invoice Cloud that have arisen under this Agreement and all other agreements have been paid in full. The Biller must also notify Invoice Cloud, in writing, (by electronic or U.S. mail) when a change in Biller Bank Account account number(s) or bank has occurred at which time this authorization shall apply to such new/changed Biller Bank Account. This notification must be received no less than 10 business days in advance of any change. A fee will be charged for any returned or rejected ACH debits.
- B. By signing below, the Biller named: (1) has read, agreed to, ratifies the Biller Agreement, Biller T+Cs (referenced in the Biller Agreement), the Statement of Work (referenced in the Biller Agreement), and other Order Forms previously executed by the Biller, and (2) certifies to Invoice Cloud that he/she is authorized to sign this Order Form; (3) certifies that all information and documents submitted in connection with this Order Form are true and complete; (4) authorizes Invoice Cloud or its agent to verify any of the information given, including credit references, and to obtain credit reports; (5) agrees to pay the Monthly Access Fee through the last day of the month following the effective date of termination as provided in the Billing Agreement; (6) agrees that Biller and each transaction submitted will continue to be bound by the Order Form and the Biller Agreement in its entirety and any new agreement forms executed herewith; (7) agrees that Biller will submit transactions only in accordance with the information in this Biller Order Form and Biller Agreement and will immediately inform Invoice Cloud, by email (contracts@invoicecloud.com) if any information in this Order Form changes; and (8) In the event of non-payment of any sums due, Invoice Cloud reserves the right to withdraw such sums from the Biller Bank Account at any time to ensure payment of the same.
- C. Pay by Text: Standard data rates and text messaging rates may apply based on the payer's plan with their mobile phone carrier. Payer can opt out of text messaging at any time with Invoice Cloud. Partial payment or overpayment is not supported. Biller may not use the service for activities that violate any law, statute, ordinance or regulation.
- D. This Biller Order Form will become effective only when signed by InvoiceCloud.

In WITNESS WHEREOF, the parties have executed this Agreement as of this day:

Accepted by Biller:

X

Corporate Officer/Authorized Official

Noel C. Stevens

Printed Name

Town Manager

Title

Accepted by Invoice Cloud, Inc.:

X

Corporate Officer

Kevin W. O'Brien

Printed Name

CEO

Title



**Billing Address:**

LA PLATA, MD TOWN OF  
305 QUEEN ANNE ST

LA PLATA MD 20646-5981  
Karina Larsen  
+1 (301) 934-8421,,121  
klarsen@townoflaplata.org

**Shipping Address**

Town of La Plata  
PO Box 2268

La Plata MD 20646-2268

Quoted By Ethan Reynolds  
Quote Expiration 8/9/26  
Quote Name Utility Payment Import

Tyler Annual Software – SaaS	
Description	Annual
<b>ERP Pro</b>	
ERP Pro 10 Customer Relationship Management Suite	
Utility Payment Import Interface	\$ 1,608
<b>TOTAL:</b>	<b>\$ 1,608</b>

Services		
Description	Hours/Units	Extended Price
<b>ERP Pro 10 Customer Relationship Management Suite</b>		
Professional Services	4	\$ 580
<b>Other Services</b>		
Project Management	1	\$ 250
<b>TOTAL:</b>		<b>\$ 830</b>

<b>Summary</b>	<b>One Time Fees</b>	<b>Recurring Fees</b>
Total SaaS		\$ 1,608
Total Tyler Services	\$ 830	
<b>Summary Total</b>	<b>\$ 830</b>	<b>\$ 1,608</b>

## Comments

Work will be delivered remotely unless otherwise noted in this agreement.

Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

**Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:**

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees are first payable when Tyler makes the software accessible to the Client, and SaaS fees, Hosting fees, and Subscription fees are first payable on the first day of the month following the date this quotation was signed (or if later, the commencement of the agreement's initial term). Any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the agreement.

**Fees for services included in this sales quotation shall be invoiced as indicated below.**

- Implementation and other professional services fees shall be invoiced as delivered.
- Client has six months to use the services. If Client does not use the services within six months, Tyler may remove the unused services or issue a new quote to provide services at then-current rates.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.

- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ P.O.#: \_\_\_\_\_

# Town of La Plata

*Mayor*  
Jeannine E. James

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



*Town Manager*  
Chuck Stevens

*Assistant Town Manager*  
Michelle D. Miner

March 24, 2026

Morgan Lehr Miller  
Maryland State Librarian  
Maryland State Library Agency  
25 South Charles Street  
Suite 1310  
Baltimore, MD 21201

RE: Letter of Support – New La Plata Library

Dear Ms. Miller,

On behalf of the Town of La Plata, we are writing to express the town's enthusiastic support for the Charles County Public Library's application to the Maryland State Library Agency's FY28 Capital Grant Program to help fund the construction of the new La Plata Library.

The La Plata Library is a cherished part of our community. For decades, it has served as more than just a place to check out books, it has been a welcoming space for families, students, seniors, and lifelong learners. However, as our town continues to grow and evolve, so too must our public spaces. The current library, while beloved, can no longer accommodate the increasing demands of our residents.

The new library will be a transformational project for the Town of La Plata. It will serve as a modern, flexible, and inclusive hub for learning, innovation, and community connection. Whether it's providing early literacy programs for our youngest readers, technology access for job seekers, or gathering space for community events, this facility will meet the needs of La Plata residents today and for generations to come.

As a town, we are deeply committed to supporting educational and cultural enrichment. The Charles County Public Library system has always been a vital partner in that mission, and the new La Plata Library will take that partnership to the next level.

We respectfully urge the Maryland State Library Agency to support this important project. Investing in the new La Plata Library is an investment in the heart of our town and the well-being of our community.

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Mayor Jeannine E. James

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Councilman Paul C. Guttenberg

---

Councilman Patrick McCormick

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Councilman Gregory Sampson, Jr.

---

Councilman Tyjon C. Johnson

DRAFT

# Town of La Plata

*Mayor*  
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*Town Manager*  
Chuck Stevens

*Assistant Town Manager*  
Michelle D. Miner

March 24, 2026

The Honorable Chris Van Hollen  
United States Senator  
B40C Dirksen Senate Office Building  
Washington, DC 20510

The Honorable Angela Alsobrooks  
United States Senator  
SD-B40E Dirksen Senate Office Building  
Washington, DC 20510

RE: Letter of Support – Live. Work. Create. Mixed-Income Workforce Housing & Cultural Center – FY27 Congressionally Directed Spending Request

Dear Senators Van Hollen and Alsobrooks,

On behalf of the Town of La Plata, we are writing to express the town's strong support for the Live. Work. Create. mixed-income workforce housing and cultural center project and its request for \$1,000,000 in Congressionally Directed Spending to fund a comprehensive pre-development feasibility study. This project has the potential to transform La Plata and the broader Charles County region by addressing workforce housing needs and establishing professional arts and cultural facilities that our community currently lacks.

The need for this project is well documented. Charles County faces a deficit of nearly 1,200 affordable housing units, and fair market rents for a two-bedroom apartment now exceed \$2,300 per month, the highest in the state of Maryland. Essential workers, including teachers, first responders, and service employees, increasingly cannot afford to live in the communities they serve. At the same time, the county lacks any professional performance venue, dedicated gallery space, or collaborative workspace for creative professionals. Only 8% of residents surveyed believe there are adequate local arts spaces, and the county ranks near the bottom statewide in per capita arts investment.

The requested funding would support essential pre-development activities including market analysis, site evaluation, financial modeling, community engagement, and preliminary architectural concepts. This feasibility study represents a responsible and necessary step toward ensuring the project is thoughtfully planned, financially viable, and responsive to community needs. The Town of La Plata looks forward to participating actively in the community engagement process as this study moves forward.

A project of this nature would be a significant catalyst for La Plata’s continued revitalization. Research demonstrates that arts-anchored mixed-use developments attract complementary businesses, increase property values, reduce crime, and enhance quality of life. The combination of approximately 150 new housing units and a regional cultural destination would bring sustained foot traffic and spending to our local businesses—economic activity that currently flows to Washington, D.C., and neighboring jurisdictions when our residents travel outside the county for arts and cultural experiences.

We respectfully urge your support for this request. This project represents an opportunity to make a lasting investment in Charles County’s future—one that serves working families, strengthens our creative economy, and positions La Plata as a cultural destination for Southern Maryland. Thank you for your continued advocacy for Maryland communities, and we welcome the opportunity to provide any additional information your offices may need.

---

Mayor Jeannine E. James

---

Councilman Paul C. Guttenberg

---

Councilman Patrick McCormick

---

Councilman Gregory Sampson, Jr.

---

Councilman Tyjon C. Johnson

# Town of La Plata

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Tyjon C. Johnson



*Town Manager*  
Chuck Stevens

*Assistant Town Manager*  
Michelle D. Miner

To: Town Council  
From: Town Manager, Chuck Stevens

Date: March 24, 2026

Subj: Disclosure of Political Campaign Activity – Board and Commission Members

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This memorandum is provided as a matter of transparency and good governance. There is no formal Town ordinance or policy requiring this disclosure; however, it is appropriate to inform the Town Council when volunteer members of our boards and commissions are actively seeking elected office.

The following volunteer members of various Town of La Plata boards and commissions are currently campaigning for political office during the 2026 election cycle:

### 2026 Disclosure of Candidacy

#	Town Board or Commission	Candidate	Office Sought
1.	Parks & Recreation	MARKS, LaShawna "Shawna"	Charles County Board of Education – District 1
2.	Ethics Commission	TERRELL, Tarinna	Maryland State Delegate, District 28
3.	Board of Appeals	BURRUSS, Jonathan "Jay"	5th District Congressional Representative

Unless otherwise required by applicable law or Town policy, each of these individuals may continue serving in their current volunteer capacities. No action by the Town Council is required at this time.

Boards and Commissions members have been advised that they may have to recuse themselves from any matters that may present a conflict of interest arising from their candidacy. This precaution is consistent with the standards expected of Boards and Commissions members and will remain in effect for the duration of the campaign period.

I will continue to monitor this matter and will advise the Council if circumstances change or if any conflict-of-interest concerns arise requiring further action.

# Town of La Plata

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Chuck Stevens

*Assistant Town Manager*  
Michelle D. Miner

## **Tentative Agenda Item Forecast**

The following is a list of items tentatively scheduled for Town Council consideration/discussion within the next several weeks (list is not all-inclusive). The scheduled items are tentative and should be verified prior to the meeting. All meetings begin at 6:00 p.m. unless otherwise noted below. The final agenda will be posted on the Town's website <https://www.townoflaplata.org/> on the Friday before a scheduled meeting. The public may sign up to speak at Town Council meetings during scheduled public hearings or during the Public Comment portion of any Town Council Meeting.

**April 14, 2026** – Town Council Meeting: Council may discuss the Charles County tax differential and Town of La Plata governance documents: Rules of procedure, etc.

**April 28, 2026** – Town Council Meeting: The following items may be included on the agenda:

- Public Hearing and Public Comment on FY 2027 Fee Schedule.
- Public Hearing and Public Comment on FY 2027 Financial Plan Budget
- Public Hearing and Public Comment on Tax Rate. (If Applicable)
- Introduction of Ordinance adopting the FY 2027 Fee Schedule.
- Introduction of Ordinance adopting the FY 2027 Financial Plan Budget.
- Introduction of Ordinance for FY 2027 Tax Rates.

**May 12, 2026** – Town Council Meeting: Adoption of Ordinances for FY 2027 Tax Rates, Fee Schedule, and Financial Plan Budget.