



To the Neighborhood!!!!



TOWN OF NORTH BRENTWOOD, MARYLAND

Post Office Box 196
4009 Wallace Road
North Brentwood, Maryland 20722
301.699.9699 – office | 301.699.1824 – fax

Office hours: Monday, Tuesday and Thursday – 9 am to 1 pm

Town Zoom Meetings:

1st and 3rd Monday each month @ 7:30 pm
Zoom ID: 433 091 3800 | passcode: 4009 | call-in: 301.715.8592

Town News:

Verizon channel 1983 / **Comcast** channel 71

Website www.northbrentwood.com

Monthly newsletter, *Newswire*, delivered to each residence

Facebook facebook.com/northbrentwood

Instagram instagram.com/northbrentwoodmd

Bulletin board (outside of Town Office)

“A Heritage to Remember; A Future to Mold”

North Brentwood is the first African American incorporated Town in Prince George’s County, second in the State of Maryland. The Town is situated six miles northeast of the ellipse between Mount Rainier and Hyattsville. Located in the Chesapeake Bay Critical Area, trees are essential for high-water levels in North Brentwood, which is also part of the Anacostia Trails Heritage Area (ATHA).

North Brentwood was originally part of the “Castle Tract,” later known as the “Highlands.” In 1887, Captain Wallace Bartlett formed Holladay Land and Improvement Division. He sold plots of land in the low area, subject to flooding, to African Americans. He dedicated this land in memory of the black regiment which served under him in the Civil War; land was designated for churches and a school.

From the inception of the incorporation until the 1940s, the Town contained many privately-owned business establishments, including: a dairy, a coal yard, an ice house, beauty and barber shops, grocery stores, restaurants, a private school and a shoe repair shop. Today, North Brentwood is also the home of the Prince George’s African American Museum and Cultural Center – located in the Gateway Arts District, which is comprised of Brentwood, North Brentwood, Mount Rainier, and Hyattsville. North Brentwood is also a part of Prince George’s County Livable Community.

Thirteen mayors have served North Brentwood since its incorporation. The Town has always had a group of dedicated, civic-minded citizens who organize, vote and persevere to improve our community, even though, at times, they faced what seemed insurmountable odds.

Current elected officials and Town office staff:

Mayor, Petrella Robinson

Councilperson and Vice Mayor, Aaron Baynes

Councilperson Jacqueline Morales

Councilperson Evan Dame

Town Manager (CR), Jacqueline Goodall

Code Enforcement Officer, Martha J. Cuffie

Treasurer, Shelley Dorsey-Washington

Town Clerk, Carletta Lundy

Assistant Town Clerk, Cristian Ortiz

Event Planner, Sherletta Hawkins,

Public Works, Greg Butler

Public Works, Anthony Avents

North Brentwood's Municipal Government

The Town is administered by a Mayor and Council. One mayor and councilmember are elected in odd years, in May; the other two council seats are elected in even years, in May. Town residents may hold the office of Mayor or Councilperson for successive terms. The Town municipal office staff consists of a Town manager, clerk, assistant clerk, treasurer, public works manager/code enforcement officer, and seasonal public works employees.

North Brentwood Municipal Center is located at 4009 Wallace Road, North Brentwood, Maryland 20722. The office, which occupies upstairs and downstairs spaces (side entrance of the Gwendolyn Britt Senior Center), is open 9:00 am to 1 pm, on Mondays, Tuesday and Thursdays. The office is closed on most federal holidays and hours are subject to change.

Town Charter & Town Officials

The full Town Charter is posted on the Town website: northbrentwood.com/legislation. The Charter outlines the elections process for Town officials:

All Town legislative powers are vested in a Council consisting of three (3) Councilmembers who shall be elected; and, who shall hold office for a term of four (4) years, or until their successors take office. As provided in Section 709 of this Charter, two (2) Councilmembers, representing the Second and Third Wards, shall be elected during even numbered years; one (1) Councilmember, representing the First Ward, shall be elected every odd numbered year. The regular term of the Councilmembers shall expire on the third Monday following the election of their successors.

1.1 Qualifications of Councilmembers

Councilmembers shall be at least 25 years of age, shall have resided in the Town for at least one year immediately preceding their election, and shall be qualified voters of the Town.

1.2 Salary of Councilmembers

Each Councilmember may receive an annual salary, which shall be equal for all Councilmembers. Salaries of Councilmembers shall be adopted by ordinance in a public meeting. No change shall be made in the salary paid to Councilmembers during the term for which he/she/they was elected.

1.3 Meetings of the Council

- (a) The newly elected Council shall meet at 7:30 pm on the 3rd Monday following its election for the purpose of organization, after which the Council shall meet regularly at such times as may be prescribed by its rules (but not less frequently than once each month). Special meetings shall be called by the Clerk upon the request of the Mayor or majority of Council members.
- (b) All meetings of the Council shall be **open to the public**, unless closed by the Council in accordance with state law. The rules of the Council shall provide that residents shall have a reasonable opportunity to be heard at any public meeting regarding any municipal question.

1.4 Forfeiture of Office

Any Councilmember who, during his/her/their term of office, ceases to be a legal resident of the Town shall immediately forfeit the office.

1.5 Selection and Term

The Mayor shall be selected and hold office for a term of four (4) years or until a successor is elected and qualified. The Mayor shall be elected in an odd numbered year. The newly elected Mayor shall take office on the third Monday of May following the election. NOTE: Effective December 25, 2018, by Charter Amendment 2018-01, terms changed for Mayor/Council from two-years to four-years.

1.6 Qualifications of the Mayor

The Mayor shall be at least 25 years of age, shall have resided in the Town at least two (2) years immediately preceding election, and shall be a qualified voter of the Town.

1.7 Compensation of the Mayor

The Mayor may receive annual compensation, as specified by an ordinance passed by the Council in a public meeting. No change shall be made in the salary for any Mayor during the term for which he/she was elected. The ordinance making any increase/decrease in the Mayor's salary shall be finalized prior to electing the next succeeding Mayor, or shall take effect only as to the next succeeding Mayor.

1.8 Nominations

Persons shall be nominated for Town elective office by filing nominating petitions with the Town Clerk at least thirty (30) calendar days prior to the election. A nominating petition for Mayor shall be signed by at least twenty (20) qualified Town voters; a nominating petition for Councilmember shall be signed by at least ten (10) qualified Town voters. The Town Clerk shall validate all nominating petitions and refer validated petitions to the Board of Supervisors of Elections (BOSE). The BOSE certifies all qualified nominees as Town general election candidates, at least twenty (20) calendar days prior to the election. No person shall file for nomination for more than one elective Town public office at any one time.

1.9 Election of Mayor and Councilmembers

On the first Monday of May in an odd-numbered year, qualified voters of the Town shall elect a Mayor and one person to serve as Councilmember representing the First Ward. On the first Monday of May in an even-numbered year, qualified voters of the Town shall elect two persons to serve as Councilmembers representing the Second and Third Wards.

IMPORTANT:

Mayor and Town Council meetings are held the first and third Mondays each month. When a federal holiday is on a Monday, the meeting is held on the next day: Tuesday. No meetings are held in July, August and December (except emergency executive sessions). Meeting agendas, which include Zoom information, are posted on the website before each meeting: northbrentwood.com/meeting-agendas.

Newsletter & News Outlets

The *Newswire* Town newsletter is delivered to each North Brentwood residence each month; it is also available on the Town's website (northbrentwood.com/newsletters). Please read the newsletter to keep abreast of events, activities, new legislation, and all other news in and around Town.

Notices of special events/info may be given periodically to each household. Also check: the Town website; the community channel (Comcast 71 / Verizon 1983); our Facebook page (facebook.com/northbrentwood); Instagram (instagram.com/northbrentwoodmd); and the Town Office bulletin board.

Amenities & Organizations in North Brentwood

We encourage citizens to attend and become involved!

North Brentwood Community Center, 301.864.0756 — 4012 Webster Street

Gwendolyn Britt Senior Activity Center, 301.699.1238 — 4009 Wallace Road

Park and basketball court area — 4603 40th Avenue at Allison Street | **Tennis Court** – Wallace Road

PG's African-American Museum and Cultural Center, 301.809.0440 — 4519 Rhode Island Avenue

North Brentwood Citizens Association meetings are held the 2nd Monday monthly (except in August and December) at North Brentwood Community Center, at 6:30 pm, or call-in 774.267.2052. NBCA membership is only \$15 per household. Learn more at northbrentwood.com/nbca.

NBCA is always looking for volunteers! It hosts the majority of Town events, including: North Brentwood Day on the 3rd Saturday in June, National (Neighbors) Night Out/Back-to-school on the 1st Tuesday in August, a Family Halloween Party, the Holiday Yard Decorations Contest, and more.

North Brentwood Historical Society monthly meetings are on the 2nd Wednesday (except August and December) at the North Brentwood Community Center, at 10 am, or call-in 774.267.2052.

North Brentwood Senior Club meetings are held quarterly, in March, June, September and December, on the 1st Tuesday of the month, at the North Brentwood Community Center.

Churches in North Brentwood:

- First Baptist Church, Inc., 4000 Wallace Road, Senior Pastor Duane T. Kay – 301.277.4742
- A.M.E. Zion Church, 4037 Webster Street, Pastor Samuel Whittaker – 301.927.7698
- St. James Pentecostal Church, 3925 Allison Street, Elder Cornelius W. Avent – 301.277.6376

Emergency Response Surveys

During an emergency, we need info about your household. **Take time to fill out the preparedness survey** on the next page (or find it on the Town's website, www.northbrentwood.com) and return it to the Town office.

TOWN OF NORTH BRENTWOOD
EMERGENCY PREPAREDNESS SURVEY QUESTIONNAIRE

PLEASE RETURN THIS FORM TO:
NORTH BRENTWOOD TOWN HALL
4009 WALLACE ROAD, NORTH BRENTWOOD, MD 20722

DATE: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____ **MOBILE NUMBER:** _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT INFORMATION:

NAME: _____ **PHONE:** _____

NUMBER OF ADULTS IN HOUSEHOLD:

AGE: 18-35 ____ 36-45 ____ 46-55 ____ 56-65 ____ 66-75 ____ 75-OVER ____

NUMBER OF CHILDREN IN HOUSEHOLD:

AGE: INFANT-2 ____ 3-7 ____ 8-10 ____ 11-15 ____ 13-17 ____

ARE ANY HOUSEHOLD MEMBERS DISABLED: ☐ YES ☐ NO

HOW MANY ARE DISABLED: _____

WHAT IS THE LOCATION, OF DISABLED, FOR EMERGENCY EXIT:

☐ REAR ☐ FRONT ☐ OTHER: _____

WHAT ARE THEIR SPECIAL NEEDS: (e.g., hearing impaired, need wheelchair access Diabetic, blind) _____

DO THEY NEED A CAREGIVER: ☐ YES ☐ NO

DO YOU HAVE PETS: ☐ YES ☐ NO **TYPE:** _____

This information is strictly confidential. It is only used for emergency preparedness purposes, by the Town of North Brentwood's Mayor and Council, to ensure our citizens are safe during emergencies.

☐ CHECK BOX TO ALLOW THE TOWN TO CONTACT YOU REGARDING MEETINGS & EVENTS

2020/11

Town Policies & Code Enforcement

If you have ideas to improve the Town, or want to report code violations (e.g., excessive noise or a car with expired tags), contact Code Enforcement Officer Martha Cuffie at 301.699.9699 x1223.

Refuse Collection

Trash is picked up every Tuesday and Friday (please use trash containers with lids). Do not take trash to the curb until late night before or early morning the day of pickup. Collect empty bins the same day.

Heavy Bulk pickup (**up to 4 items**) is every Tuesday (oils/paints/tires/appliances will not be picked up).

Recycling is Fridays (use the Town of North Brentwood large green containers). We encourage recycling; if you need a recycling bin, please call the Town office at 301.699.9699. Each household receives one recycling bin. If you are a new resident and have no recycling bin, please call the Town office. **Please keep track of your bin; each additional or replacement bin costs \$50.00.**

Recycling is encouraged and will cut down on your trash. There are restrictions on what is placed in your recycling bin, or the trash company will not pick it up. No Styrofoam or plastics are allowed in recycling bins, including store plastic bags. Items placed in recycling must also be free of food traces.

Codes & Property Standards Strictly Enforced

We want you to take care of your property, such as cutting the grass and weeds. Please remove all grass clippings off sidewalks and streets. Cars without certified Maryland tags are not allowed. As well, don't park cars or vehicles on grassy areas or on sidewalks or blocking driveways. You will be fined.

North Brentwood is located in the Chesapeake Bay critical area. Trees are essential due to high-water levels. Come to the office *before* cutting down trees.

Building Permits Required

In addition to county permits, some projects require a permit from North Brentwood. Town permits are \$50.00 for each exterior new/repair project. A few projects/activities which may require a permit:

Decks/Steps	Garage Sales	Siding
Driveways	Porches	Steps
Dumpsters	Roofs	Walkways
Fences	Sheds	Yard Sales

No permit is required for replacements of windows, doors, or painting your home.

If you desire to do updates/maintenance to the outside of your home, contact the Town office first. You may need permits (whether county or Town permits). Call the Town's Code Enforcement Officer, at 301.699.9699 x1223, or come to the Town office, first, to inquire about permits/permission before starting your work. If you do not obtain proper permits, you will be fined.

Keeping our Neighborhoods Beautiful



In an effort to keep our neighborhoods beautiful we would like to inform everyone of the most frequent property standard violations in our community.

Please be aware of the following VIOLATIONS in your neighborhood:

- No parking on grass and lawns
- No house furniture or appliances (couches, coffee tables, refrigerators, car seats, etc.) is to be stored outside of your homes
- Illegal car Repair Businesses in residential neighborhoods.
- No commercial vehicles are to be parked in a residential area (10,000 pounds or greater)
- No loud music after 10 p.m.
- No urinating in public areas
- No littering
- No drinking alcoholic beverages in public areas
- No home renovations without proper permits

If you witness any of the above violations, please do not hesitate to contact our office.

Maintaining safe and beautiful communities is an issue of great concern, thus maintaining great communities takes the commitment and involvement of all!



ADOPTED BUDGET FY2026 – Ordinance 2025-02**Income**

Total 4-8000 · Grants/Restricted Income	441,500.00
Total X-XXXX · Speed Camera Revenue	156,000.00
Total 4-5000 · Other Income	42,520.00
Total 4-1000 · Intergovernmental	59,428.00
Total 4-2000 · Licenses & Permits	17,300.00
Total 4-3000 · Miscellaneous Revenue	9,300.00
Total 4-4000 · Taxes - Property & Income	537,871.00
Total 4-9000 · Use of Fund Balance	52,413.00

Total Income **1,316,332.00**

Expenses

Total 5-6100 · Grants & Other Restricted	441,500.00
Total 5-1000 · General Government	17,300.00
Total 5-5000 - Public Works	72,190.00
Total 5-1300 - Other Expenditures	125,335.00
Total 5-4000 · Public Safety	2,000.00
Total 5-1400 - Registration & Election	500.00
Total 5-5100 · Highway Department	231,880.00
Total 5-1200 · Legislative & Executive	196,553.00
Total 5-2000 · Miscellaneous/Insurance	12,000.00
Total 5-4200 - Code Enforcement	24,960.00
Total 5-7000 - Sis Tavern	35,414.00
Total 5-3000 · Municipal Building	94,100.00
Total 5-5200 · Sanitation & Health	62,600.00

Total Expense **1,316,332.00**

Combined Budget Summary

Total Income	1,316,332.00
Total Expense	1,316,332.00
Total Combined Net Income	0.00

Town Assessments/Budget Notes & Assumptions:

Note: Residential Real Property = \$0.4400 per \$100.00 / Commercial Real Property = \$0.5857 per \$100.00, Trash Collection Flat Charge = \$132.00 per household per year / Trash monthly contract increases to \$4,373.00, tipping fee increase effective October 1, 2021. Utility real property= \$2.00 per \$100.00 / Business Personal = \$1.50.00 per \$100.00 (all per assessed valuation).



If you desire Spanish translation of this Welcome Packet, please call the Town offices also available on website.

Por favor comuníquese con la oficina municipal y informacion esta disponible en nuestro sitio web.