

The Town of  
***GLEN ECHO***  
Chartered 1904

Town Hall • 6106 Harvard Avenue • Glen Echo • Maryland 20812 • (301) 320-4041  
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**TOWN COUNCIL MEETING MINUTES**  
November 9, 2020  
Held Virtually Via Zoom

**CALL TO ORDER: MAYOR WILLEM POLAK. 7:00 PM**

**PRESENT**

**Mayor:** Willem Polak.

**Councilmembers:** (CM) Dia Costello, Dan Spealman, Matt Stiglitz, and Julia Wilson.

**Town Manager:** (TM) Beth Boa.

**Attorney:** Ron Bolt

**Residents:** Justin Ellis (Princeton Ave), Robin Kogelnik (Princeton Ave), Emily Parsons (The Echo), Martha Shannon (Wellesley Cir), Holly Shimizu (Bryn Mawr Ave)

In open session, the Council entertained a motion to enter closed session per Maryland Code, General Provisions Article, Section 3-305(b)(7) to obtain legal advice on a legal matter, namely the Thrive Montgomery 2050 initiative.

**Motion to Enter Closed Session:** CM Costello; 2<sup>nd</sup> CM Wilson. Approved 4-0.

**Motion to Enter Open Session:** CM Costello; 2<sup>nd</sup> CM Spealman. Approved 4-0.

**OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:**

Mayor Polak offered an opportunity to take comments from the residents. There were no comments. Mayor Polak welcomed new resident Justin Ellis to Town.

**COUNCIL MEETING MINUTES: ACTION ON OCTOBER 12, 2020 MEETING**

Minutes of the October 12, 2020 Council meeting were approved as amended.

**Motion to Approve Minutes:** CM Stiglitz; 2<sup>nd</sup> CM Costello. Approved 4-0.

**OTHER BUSINESS:**

**Thrive Montgomery 2050 Letter:** Thrive Montgomery 2050 is a vision of the future of Montgomery County developed by the County Planning Board that endeavors to enlarge housing opportunities in lower Montgomery County around public transportation access and reduce reliance on cars. It would allow rezoning to have new housing types in current single family zones. Twenty towns and community groups in Montgomery County have drafted comments to the Montgomery County Planning Board regarding Thrive Montgomery 2050. The Council will decide by Friday November 13 if they would like to sign on to the letter. A hearing is planned by

the Board for November 19. Mayor Polak and TM Boa have been participating in the Zoom meetings regarding the letter.

**LED Streetlight Update:** Attorney Ron Bolt informed the Council that Pepco recently filed of a rate case with the Public Service Commission to raise rates to allow the company to convert streetlights in its service area to LEDs. This rate case will affect municipalities. Intervention in the rate case to voice objections to the proposed rate changes is due by November 19 to the PSC. Towns can convert streetlights now by paying upfront to have LEDs installed; this option would reduce electricity and maintenance costs and lock in the current rate. Before any action is taken on the part of Glen Echo the Town needs to confirm how much this option would cost. Ron Bolt will report back to the town when this information becomes available. Pepco quoted the Town a cost of \$100,000 to convert all of our streetlights to LEDs at this time. Alternatively, the Town can wait for Pepco to install LED streetlights at no upfront costs at the higher tariff. This would not take place until 2022 at the earliest.

The Town has a call scheduled with Pepco representatives to discuss our options. Council Members can join this call if they wish. The Towns that have installed LEDs save about 80% on electricity costs. The Town will decide at the December 14 Council Meeting the outcome of this meeting which option provides greater savings as well as other concerns such as lighting effectiveness, appearance of fixtures and the like. Council Members will visit local municipalities that have already installed LED streetlights including Martin's Additions and Takoma Park. The Town would like to have input into style, lumens, and color options.

**Grant Opportunity for Stormwater Management from Chesapeake Bay Trust:**

Holly Shimizu (Bryn Mawr Ave; Chair of Glen Echo Environmental Committee) and Robin Kogelnik (Princeton Ave) presented information on the Chesapeake Bay Trust grant opportunity. The application for a Montgomery County Watershed Restoration and Outreach Grant Proposal to the Chesapeake Bay Trust is due November 12. This first grant is intended to pay for the necessary Stormwater Engineering Services required for TOGE to move ahead and apply for additional grants related to projects that will assist in better managing Town stormwater issues. Since the request must come from a non-profit, the Town is partnering with Bannockburn Community Clubhouse because they are a 501(c)3 organization and completed this whole process in the prior year. They are being extremely helpful in this process.

This grant would be awarded in March 2021. The Town does not need to commit to anything until it is known if we have the grant. So far the Town has received two proposals for the Stormwater Engineering Analysis Pilot Studies. The grant amount requested would cover the proposed cost for such a study.

- *Clark Azar & Associates, Inc.*, which will develop a base map, conduct a field visit, and provide analysis and recommendations for \$14,700
- *Greening Urban LLC* which will provide a stormwater management engineering analysis and a detailed drainage study to determine the type of SWM system needed develop a site plan for \$12,900

**COUNCIL VICE PRESIDENT APPOINTMENT:**

Mayor Polak appointed CM Costello as Council Vice President, per the Charter Section 406:

*Section 406. President of Council. The Mayor shall serve as president of the Council. The Mayor may take part in all discussions but shall have no vote except in case of a tie. The Mayor shall designate a vice-president of the Council from among its members who shall act as president of the Council in the absence of the president. The acting president shall retain all voting privileges.*

## **BUILDING UPDATES & OTHER PERMITS:**

TM Boa updated the Council on recent permitting activity.

- **6006 Harvard:** The Town has requested that Town Engineer Joe Toomey provide input into resolving stormwater issues impacting the yard and house. A design and quote from Chamberlain for \$4,800 was received in January 2020 however the Town Engineer has provided input that indicate this may require a more expensive fix, similar to that at 30 Wellesley Circle completed this year.
- **6005 Princeton:** Permit for POD
- **7310 University:** Permit for dumpster.

## **FINANCIAL REPORT FOR THE MONTH OF OCTOBER: (copy attached). TM BOA**

The month of October was an average month in terms of revenue and expenses.

### ***Expenses:***

- The Bolt Legal expense was \$685 for September. 56% was for variance for 7316 University, 22% letter for auditor, 8% permit fee schedule, 13% for stormwater drainage questions for 4 Vassar.
- Joseph F. Toomey Associates costs for September were \$697. 38% was for stormwater management study; 30% was for permit questions for 4 Vassar, 6% on bond release for 6006 Cornell, 20% on variance review for 7316 University, 3% for permit questions on 6004 Princeton.
- The Town paid \$2,500 to LSWG for the audit; the Town has paid \$6,500 of \$8,000 due.
- Julie Sparacino (Records Retention): \$1,570 for sorting files, shredding, and integrating files into the boxes in Town Hall.

### ***Revenues:***

- The Town received \$54,656 in property taxes in October. So far the Town has received 51% of property taxes for FY21. By the end of October the Town received \$65,199 FY20 compared to \$70,083 FY21
- The Town received \$3,973 in income taxes, so far the Town has received 14% of these taxes. By the end of October the Town received \$11,480 in FY20 compared to \$15,722 in FY21.

**Motion to Approve the Financial Report:** CM; Costello2<sup>nd</sup> CM Spealman. Approved 4-0.

## **OPERATIONS REPORT: Infrastructure; Administrative; Social: TM BOA**

Town Operations and Activities during the month of October include:

### ***Social:***

- **Santa Visit by Glen Echo Fire Department:** Gloria Levin asked if the Town Council was supportive of the annual Santa Run by the fire department. The Council would be supportive if this goes forward.
- **Holiday Party:** The Holiday Party will not be held due to Covid-19 Pandemic. Manna food donations will be collected.

### ***Infrastructure Issues:***

- **Drainage Study by County:** Mayor Polak, TM Boa and Town Engineer Joe Toomey met with MC DOT on October 13 about the Town's request for a drainage study due to the stormwater flowing

over MacArthur Blvd into the Town. The DOT representatives agreed to add our request for a study to the FY 22 budget, however this is not a guarantee that the study will be included in the budget.

- **Curb at 7325 University Ave:** The curb is crumbling at this location. A B Veirs bid \$2,900 for 20 linear feet (affected area) and \$6,974 for 155 linear feet (entire section of curb). Hughes landscaping gave a verbal estimate of approximately \$4000 for repairing the 20 linear feet of curb.
- **Streetlights:** Pepco has filed proposed tariffs for LED streetlights. If Pepco's proposal is approved, municipalities with older types of lights will have them replaced with LED lights at no upfront cost but at an additional monthly cost depending on the style of lights. Replacement is planned over the next five years. Municipalities have 30 days from the 10/26/20 filing date to preserve their rights by filing a petition to intervene in case #9655 before the Maryland Public Service Commission. The County will probably intervene. TM Boa will investigate how much choice the Town will have around the types of lights installed. The Town has a meeting with Pepco representatives November 16.

***Administrative:***

- **Montgomery Municipal Cable Board Meeting:** Annual meeting January 27 at 1pm via Zoom. Who can attend? TM Boa is on the board and will attend.
- **Tipping Workers:** The best way for residents to tip Key Sanitation workers is to send checks to the Key Sanitation office. Francisco Perez and Carlos Fuentes service the Town of Glen Echo. Key Sanitation, Incorporated PO Box 163 Dickerson, MD 20842.
- **Town Hall closed Thanksgiving Day and day after.**

**OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:**

Mayor Polak announced a closing opportunity for comments by the residents. There were no comments.

**ADJOURNMENT:**

Motion to adjourn: CM Wilson; 2<sup>nd</sup> CM Spealman. All in favor. Meeting Adjourned 8:20 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: Willem Polak  
Mayor, Willem Polak

Date: 12/15/20

## Town of Glen Echo Revenue/Expenses Actual vs Budget July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
01. Real Estate Property Tax	70,083	136,743	-66,660	51%
02. Personal Property				
02.1 Corporate	304	2,000	-1,696	15%
02.2 Unincorporated	124	100	24	124%
02.3 Public Utility	0	22,000	-22,000	0%
<b>Total 02. Personal Property</b>	<b>428</b>	<b>24,100</b>	<b>-23,672</b>	<b>2%</b>
03. State Income Tax	15,722	115,000	-99,278	14%
04. Highway	3,424	15,301	-11,877	22%
05. License/Permits				
05.1 Admissions & Amusement	0	300	-300	0%
05.2 Build Perm	175	5,000	-4,825	4%
<b>Total 05. License/Permits</b>	<b>175</b>	<b>5,300</b>	<b>-5,125</b>	<b>3%</b>
06. Rental Inc				
06.1 Post Off.	7,975	31,899	-23,924	25%
06.2 T H Rental	0	3,000	-3,000	0%
06.3 Parking Lot--Tulane	3,600	3,600	0	100%
<b>Total 06. Rental Inc</b>	<b>11,575</b>	<b>38,499</b>	<b>-26,924</b>	<b>30%</b>
07. Interest	141	1,500	-1,359	9%
08. County Revenue Sharing	20,762	20,762	0	100%
09. Cable Franchise	0	3,500	-3,500	0%
10. Echo Newsletter				
10.1 Advertisements	4,425	2,000	2,425	221%
10.2 Subscriptions	0	100	-100	0%
<b>Total 10. Echo Newsletter</b>	<b>4,425</b>	<b>2,100</b>	<b>2,325</b>	<b>211%</b>
11 Misc Revenue				
11.1 Walking Tour Book	25			
11.4 Env Project Restricted Inc	375	1,250	-875	30%
11 Misc Revenue - Other	0	20	-20	0%
<b>Total 11 Misc Revenue</b>	<b>400</b>	<b>1,270</b>	<b>-870</b>	<b>31%</b>
<b>Total Income</b>	<b>127,135</b>	<b>364,075</b>	<b>-236,940</b>	<b>35%</b>
<b>Expense</b>				
Reconciliation Discrepancies	-3,262			
24.8 Wynne Repayment FY21 20 yr	0	305	-305	0%
20 Payroll				
20.1 Salary	20,769	60,000	-39,231	35%
20.2 Employer Taxes	1,589	4,500	-2,911	35%
20.3 Staff Training	950	1,000	-50	95%
<b>Total 20 Payroll</b>	<b>23,308</b>	<b>65,500</b>	<b>-42,192</b>	<b>36%</b>
21 Professional Services				
21.1. Auditor	6,500	8,000	-1,500	81%
21.2. Legal				
21.21 Town Attorney	1,699	20,000	-18,301	8%
21.22 Specialized Legal Svcs.	0	5,000	-5,000	0%

**Town of Glen Echo**  
**Revenue/Expenses Actual vs Budget**  
 July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>Total 21.2. Legal</b>	1,699	25,000	-23,301	7%
21.4 Oth Prof Svcs	0	1,000	-1,000	0%
21.5 Traffic Study Consultant	1,344	1,000	344	134%
21.6 Records Ref./Archiving	1,870	3,000	-1,130	62%
21.7 IT Support	425	1,000	-575	43%
21.8 Arborist	0	500	-500	0%
21.9 Town Engineer/Bld. Insp.	1,403	16,000	-14,597	9%
21.10 Office Temporary Help	0	500	-500	0%
<b>Total 21 Professional Services</b>	<b>13,241</b>	<b>56,000</b>	<b>-42,759</b>	<b>24%</b>
<b>22. Fixed Op Ex</b>				
<b>22.1 Office &amp; TH Utilities</b>				
22.11 Electrical	664	2,100	-1,436	32%
22.12 Gas	-244	1,000	-1,244	-24%
22.13 Telephone/Internet	770	3,200	-2,430	24%
22.14 WSSC	153	750	-597	20%
<b>Total 22.1 Office &amp; TH Utilities</b>	<b>1,343</b>	<b>7,050</b>	<b>-5,707</b>	<b>19%</b>
<b>22.2 Office</b>				
22.21 Office Supplies	628	2,000	-1,372	31%
22.22 Software/Domain	306	500	-194	61%
22.23 Copier Rental	634	1,500	-866	42%
<b>Total 22.2 Office</b>	<b>1,568</b>	<b>4,000</b>	<b>-2,432</b>	<b>39%</b>
22.3 Bank Fees	28	250	-222	11%
22.4 Website	0	500	-500	0%
22.5 Ins & Bond	2,058	3,000	-942	69%
22.6 Dues, Subs., Conf.	314	2,500	-2,186	13%
<b>22.7 Admin</b>				
22.71 Admin. Payroll Fee	623	2,000	-1,377	31%
22.72 Flyer Delivery Charges	30	200	-170	15%
22.73 Misc. Admin Fee	0	500	-500	0%
<b>Total 22.7 Admin</b>	<b>653</b>	<b>2,700</b>	<b>-2,047</b>	<b>24%</b>
22.8 Echo	370	2,500	-2,130	15%
<b>22.9 Town Hall</b>				
22.91 TH Supplies	435	2,000	-1,565	22%
22.92 TH Cleaning Service	1,265	3,500	-2,235	36%
22.93 TH Maintenance	1,715	4,000	-2,285	43%
22.94 TH Elevator Maintenance	675	2,000	-1,325	34%
22.9 Town Hall - Other	43			
<b>Total 22.9 Town Hall</b>	<b>4,133</b>	<b>11,500</b>	<b>-7,367</b>	<b>36%</b>
22.110 T H Improv	1,750	1,000	750	175%
22.120 Office Furniture & Equip	279	1,000	-721	28%
<b>Total 22. Fixed Op Ex</b>	<b>12,496</b>	<b>36,000</b>	<b>-23,504</b>	<b>35%</b>
<b>23 Streets</b>				
23.1 Streetlights	1,908	9,500	-7,592	20%
23.2 Street Sweeping	0	2,500	-2,500	0%
23.4 Stormwater Projects	995	20,000	-19,005	5%

## Town of Glen Echo Revenue/Expenses Actual vs Budget July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
23.5 Street Repair	0	15,000	-15,000	0%
23.6 Sidewalk Repair	0	5,000	-5,000	0%
<b>Total 23 Streets</b>	<b>2,903</b>	<b>52,000</b>	<b>-49,097</b>	<b>6%</b>
<b>24 Town Services</b>				
24.1 Community Contribution	4,000	4,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	716	7,500	-6,784	10%
24.22 Town Right of Way	2,916	7,200	-4,284	41%
24.23 Environmental Imp Project	0	500	-500	0%
<b>Total 24.2 Landscape</b>	<b>3,632</b>	<b>15,200</b>	<b>-11,568</b>	<b>24%</b>
24.3 Snow Removal	0	25,000	-25,000	0%
24.4 Refuse/Recycling	12,800	40,000	-27,200	32%
24.5 Town Trees				
24.51 Town Tree Pruning	350	3,000	-2,650	12%
24.52 Town Tree Removal	0	5,000	-5,000	0%
<b>Total 24.5 Town Trees</b>	<b>350</b>	<b>8,000</b>	<b>-7,650</b>	<b>4%</b>
24.6 Leaf Removal	0	13,550	-13,550	0%
24.7 Community Events	0	8,500	-8,500	0%
<b>Total 24 Town Services</b>	<b>20,782</b>	<b>114,250</b>	<b>-93,468</b>	<b>18%</b>
<b>Total Expense</b>	<b>69,468</b>	<b>324,055</b>	<b>-254,587</b>	<b>21%</b>
<b>Net Ordinary Income</b>	<b>57,667</b>	<b>40,020</b>	<b>17,647</b>	<b>144%</b>
<b>Net Income</b>	<b>57,667</b>	<b>40,020</b>	<b>17,647</b>	<b>144%</b>

**Town of Glen Echo**  
**Account Balances New**  
**As of October 31, 2020**  
**Oct 31, 20**

**ASSETS**

**Current Assets**

**Checking/Savings**

PNC - Checking	19,336.79
PNC - Money Market	642,994.33
MD Local Gov't Investment Pool	83,939.90
SunTrust Cash-Checking	0.01

**Total Checking/Savings** 746,271.03

**Total Current Assets** 746,271.03

**TOTAL ASSETS** 746,271.03

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

**Bond Deposit**

Town Hall Deposit	200.00
Right of Way Bond	3,000.00
Bond Deposit - Other	3,000.00

**Total Bond Deposit** 6,200.00

**Total Other Current Liabilities** 6,200.00

**Total Current Liabilities** 6,200.00

**Long Term Liabilities**

**Wynne liability** 6,910.00

**Total Long Term Liabilities** 6,910.00

**Total Liabilities** 13,110.00

**TOTAL LIABILITIES & EQUITY** 13,110.00



**Town of Glen Echo**  
**Expenses by Vendor Summary**

October 2020

	<u>Oct 20</u>
Acker and Sons	375
Advance Business Systems	254
Bolt Legal, LLC	685
Case Design/Remodeling, Inc	244
Digital Handyman, Inc	375
District Court of Maryland	4
Elizabeth Boa.	63
Hughes Landscaping & Supply Co. Inc.	672
Joseph F. Toomey Associates, Inc	698
Julia Sparacino	1,570
Key Sanitation, Incorporated	3,200
LSWG	2,500
Maid Brigade, Inc	440
PEPCO - (streetlights)	797
PNC Bank	270
Print 1 Printing & Copying	190
Verizon - Phone Line	261
Washington Gas	12
<b>TOTAL</b>	<u><u>12,610</u></u>

# Town of Glen Echo

## Revenue/Expenses by Month

July through October 2020

Jul 20   Aug 20   Sep 20   Oct 20   TOTAL

**Ordinary Income/Expense**

**Income**

01. Real Estate Property Tax	0	10,052	5,374	54,656	70,082
02. Personal Property	0	0	381	47	428
03. State Income Tax	-247	247	0	15,722	15,722
04. Highway	0	0	3,262	161	3,423
05. License/Permits	-113	188	0	100	175
06. Rental Inc	0	6,258	2,658	2,658	11,574
07. Interest	56	39	46	0	141
08. County Revenue Sharing	20,762	0	0	0	20,762
09. Cable Franchise	-812	812	0	0	0
10. Echo Newsletter	0	0	4,425	0	4,425
11 Misc Revenue	350	0	0	50	400

<b>Total Income</b>	<b>19,996</b>	<b>17,596</b>	<b>16,146</b>	<b>73,394</b>	<b>127,132</b>
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**Expense**

Reconciliation Discrepancies	0	0	-3,262	0	-3,262
20 Payroll	4,968	4,968	5,918	7,453	23,307
21 Professional Services	-125	2,979	4,558	5,828	13,240
22. Fixed Op Ex	5,188	3,743	1,098	2,466	12,495
23 Streets	-1,595	3,202	636	659	2,902
24 Town Services	3,234	7,688	5,988	3,872	20,782

<b>Total Expense</b>	<b>11,670</b>	<b>22,580</b>	<b>14,936</b>	<b>20,278</b>	<b>69,464</b>
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<b>Net Ordinary Income</b>	<b>8,326</b>	<b>-4,984</b>	<b>1,210</b>	<b>53,116</b>	<b>57,668</b>
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<b>Net Income</b>	<b>8,326</b>	<b>-4,984</b>	<b>1,210</b>	<b>53,116</b>	<b>57,668</b>
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