

The Town of
GLEN ECHO

Chartered 1904

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TOWN COUNCIL MEETING MINUTES
October 14, 2021
Held Virtually Via Zoom

CALL TO ORDER: MAYOR DIA COSTELLO. 7:01 PM

PRESENT

Mayor: Dia Costello.

Councilmembers: (CM) Mona Kishore, Dan Spealman, and Julia Wilson. Absent: CM Matt Stiglitz
Town Manager: (TM) Beth Boa.

Guests: Eva Webb, Auditor, LSWG

Residents: Tom Koonce (Columbia Ave), Emily Parsons (The Echo), Holly Shimizu (Bryn Mawr Ave)

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

Mayor Costello offered an opportunity to take comments from the residents. There were no comments.

AUDIT REPORT: Eva Webb, Auditor, LSWG

The auditor gave the Town a clean audit report for FY21. The net position of the Town is \$847,000. The net positive change is \$141,000. The Town tends to budget conservatively and is in good shape financially.

Motion to Approve Audit Report: CM Kishore; 2nd CM Wilson. Approved 3-0.

ENVIRONMENTAL COMMITTEE UPDATE: Shimizu

Chesapeake Bay Trust Grant – Environmental Committee Chair Holly Shimizu, resident Robin Kogelnik, and TM Boa met with Greening Urban on October 4 to discuss the draft report. They asked for revisions including priorities and costs of the recommendations. Considerations include the costs, results that help residents, and projects that help the C&O Canal / Potomac River. The Committee will consider whether to apply for another CBT Grant to help install some of the projects.

The plan includes permeable pavement, swales, rain gardens, improvements to current drains and adding gutters along existing sidewalks. The committee will share the next draft with the Council. Once the revisions are done, they will ask to have Greening Urban present the report to the Council. Chair Shimizu suggests using the funds to start with the Town Hall and asked the Council to consider using the American Rescue Plan funds to implement the plan.

Sustainable Maryland Award – There was a ceremony on October 12 attended by Environmental Committee Chair Holly Shimizu, Mayor Costello, and TM Boa. The town had 180 points (needed 150 to get award). There are a total of 5 towns in Montgomery County that are certified.

The Town held the Insect Hotel dedication gathering September 30.

COUNCIL MEETING MINUTES: ACTION ON SEPTEMBER 13, 2021 MEETING

Minutes of the September 13, 2021 Council meeting were approved.

Motion to Approve Minutes: CM Kishore; 2nd CM Wilson. Approved 3-0.

CONTRACT WITH TOWN ENGINEER: Costello

Three engineers were contacted to apply for the Town Engineer position, which Joe Toomey will vacate at the end of November.

Jim Witmer declined to apply (too busy).

Applicants:

Doug Lohmeyer, PE is with Montgomery Consulting. TM Boa worked with him at Martin's Additions for 2 years. His rate is \$100/hour. Mr. Lohmeyer currently serves as an engineering consultant to The Town of Brookeville's Planning Commission, to the Town of Barnesville, to the Town of Laytonsville, to the Village of Oakmont, to the Village of Martin's Additions, the Town of Somerset, the Town of Washington Grove, and sits on the Water Board at the Town of Chevy Chase.

Lance Ball, PE and Peter Noursi, PE are with Oyster, Imus and Petzold, Inc. They have been doing stormwater work in the Town of Chevy Chase since 2016. Their rate is \$110/hour.

TM Boa and Mayor Costello spoke with the two firms and checked references.

TM Boa and Mayor Costello recommend the Council approve the contract with Doug Lohmeyer.

Motion to Approve Contract with Doug Lohmeyer, Montgomery Consulting: CM Wilson; 2nd CM Spealman. Approved 3-0.

CONTRACT FOR SNOW REMOVAL: Costello

Rolling Acres provided a contract for the Town's review. The pricing is the same as last year. Mayor Costello and TM Boa met with Tucker Hyman of Rolling Acres to ask them not to oversalt or over plow. The Council agreed to continue with brining, and evaluate how well it works in reducing plowing.

The Council discussed hiring local teens to shovel the public sidewalks at Town Hall and the two parks at Princeton. TM Boa will ask Attorney Ron Bolt whether the Town can do this in terms of liability.

Motion to Approve Contract with Rolling Acres: CM Wilson; 2nd CM Kishore. Approved 3-0.

MEMORIAL PROJECT FOR RAYA BODNARCHUK: Costello

Mayor Costello suggested possible options including installing a small bench, one or two of Raya's statues cast in aluminum or bronze and a small memorial garden area under the tree in front of Town Hall. This installation would be funded by donations and not the Town. The garden may be

installed as a raingarden as part of the stormwater remedies. The Council was supportive of the idea and gave permission to use the land. Mayor Costello will speak with Dorothy (the executor of the estate) regarding the estate and the casts of the statues.

COUNCIL ROLES AND NEW AREAS OF RESPONSIBILITY: Costello
Council Roles and New Areas of Responsibility:

CM Stiglitz: Public Safety Liaison

- Attend police meetings and report to Council
- Provide safety notices and reminders to residents via Constant Contact

CM Kishore and CM Wilson: Natural Landscape Oversight

- Monitor tree health, vegetation overgrowth, parks and coordinate with Town Manager for landscaping needs
- Walk the Town two times a year with an arborist
- CM Kishore and CM Wilson will also research hosting a farmers' market potentially at the Tulane lots in Town.

CM Spealman: Volunteer Coordinator

- Organize volunteers for Town events
- Expand community to help
- CM Spealman: Help with the American Rescue Plan Fund Procurement Process.

NON PERMITTED BUILDING PROJECTS - NOTIFICATION: Costello

Mayor Costello asked the Council to consider the requirement that residents notify Town Hall and abutting/ adjoining residents when a building project is scheduled that will last over one day, even if a permit is not required. The Council did not want a checklist as suggested but rather an explanation on the website. This would be to allow for the project to adhere to:

Neighbor notification (adjoining and abutting neighbors)

Parking restrictions

Truck route requirements

Noise levels to be followed

Expected length of project.

TM Boa will put information on the website and send it out on Constant Contact.

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BUDGET AMENDMENTS: Boa

TM Boa asked the Council to approve two budget amendments:

Budget Amendment Revenue: 11.6 CBT Grant Payment \$13,230

The Council is asked to approve a budget amendment of \$13,230. This is the first installment of the Chesapeake Bay Trust Grant. The remainder of \$1,470 will be paid in the spring of 2022.

Budget Amendment Expense: 23.4A CBT Grant expense \$3,450 to Greening Urban for the stormwater study.

The Council is asked to approve a budget amendment of \$3,450 for Civil Engineering Services.

Motion to Approve Budget Amendments: CM Kishore; 2nd CM Spealman. Approved 3-0.

FINANCIAL REPORT FOR THE MONTH OF SEPTEMBER: (copy attached). TM Boa
The month of September was a normal month in terms of revenue and expenses.

Property Taxes: The Town received \$3,849; 7% of expected revenue for FY22.

Income taxes: The Town received August (\$19,443) and September (\$10,526) income tax revenue. The Town has received 23% of expected income tax revenue for FY22.

Received first installment of Chesapeake Bay Trust Grant: \$13,230

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Expenses:

Bolt Legal expense was \$341 for August broken out by categories as follows: 63% for tree issue on Oberlin; 36% for ZTA 19-07.

Joseph F. Toomey Associates: There was no bill for August.

Hughes Landscaping: \$5,484 for mowing, tree removals, vegetation cutback through Town.

LSWG: \$3,500 for audit installment. The total due is \$8,000.

Motion to Approve the Financial Report: CM Kishore; 2nd CM Spealman. Approved 3-0.

OPERATIONS REPORT: Infrastructure; Administrative; Social: TM Boa

Infrastructure:

Pepco Tree Maintenance – Pepco is planning a response for the first quarter of next year, and will alert the Town as to timing. The vine growth on the Pepco poles will also be treated.

WMATA Update - WMATA is awaiting NPS approval of the Archaeology work plan. The team received NPS comments on a draft work plan September 22nd, and intends to submit a final plan soon. The results of this study have the potential to impact the design effort. The team must review the results of the archaeology study, before they can move forward. They anticipate it will take several months. Therefore the work on the trestle bridge will likely not start in the winter of 2022. Mayor Costello intends to contact them each month to make sure timeline changes and approaches are up to date.

Leaf Pick Up: Tuesdays November 2, 9, 23 - December 7 and 21.

LED Streetlights – Pepco's LED Streetlight conversion is on hold as the Tarriff case was denied by the Public Service Commission. They were told to further engage with stakeholders before moving ahead with systemwide conversion, and to provide easier to understand information about the conversion. Pepco's next steps are unclear.

Social:

Flu Shot Clinic – CVS will be in Town Hall October 16 1-3 pm to provide flu shots for ages 3 and up. Please see the sign up genius. Participants need to wear a mask and fill in and bring the consent form along with insurance information. 46 people signed up on Signup Genius.

Halloween – October 31 from 5-6 outside Town Hall. Pizza and drinks will be provided.

Holiday Party – Mayor Costello suggested that the holiday party in December be held outside Town Hall with a coffee and cocoa bar to ensure safety due to the ongoing pandemic. Mr Omelette or The Bean Bag could cater. Preliminary research looks like it would cost around \$775, or more if we include snacks as well. Possibly residents could provide snacks. The party will be December 12 from 11-12:30. If it is nice, the gingerbread house project can take place. Food donations will be accepted for Manna Food. Mayor Costello suggested ordering mugs for the Town, at a cost of approximately \$400.

Administrative:

Employee Handbook – TM Boa and Mayor Costello are drafting an employee handbook for the Council's review at a later date.

Meeting with National Park Service – Mayor Costello and TM Boa met with Charles Cuvelier (Superintendent of the George Washington Memorial Parkway for NPS). Topics discussed were funding to renovate the Clara Barton House; attending the Council Meeting Zoom on November 8 at 7pm, and going forward 4 times a year; working with him on an interagency agreement for future issues such as tree removals; contacting the Park Police regarding some type of speed monitoring on the parkway.

RFB for Landscaping: This Request for Bids closes Oct 14. The new landscaper would start in the spring. The bids will be reviewed at the November 8 Council Meeting. There were four bids.

ARPA Update – The Town is discussing hiring a shared program manager with seven local Downcounty towns. This would be a contract position and the agreement may be that each municipality would pay according to the amount of their grant. The retainer is estimated to be \$6000 - \$10,000 / month which would be approximately \$400 - \$670 /month for the Town. The agreement would be for one year, meaning that the Town could decide whether to continue the agreement after each year. The grant funds can be used to pay such a program manager. The Town has received a couple of suggestions for spending from residents which may or may not be eligible uses; Ron Bolt provided a memo on fund uses that he wrote for the Town of Chevy Chase. The first reporting deadline for NEUs will be April 30, 2022 (instead of Oct 31, 2021). Treasury provided recipients with user guides prior to the reporting deadlines. The Council did not approve the shared program manager, and CM Spealman can assist with procurement procedures.

TH Rentals: The English Dancers will only come back when County has low transmission level for 7 days. The Town Hall is still being booked for some rentals.

Tulane Lots - Mayor Costello has discussed the lots with a few interested parties, and with some realtors. There is also a possibility of keeping them for a community garden or farmers' market. Mayor Costello would like to make a decision in the next six months. She will meet with Compass real estate company next week to get an appraisal of the land. CM Spealman would like to know whether the Town needs the money if the land is sold and suggested that a Capital Improvement Plan needs to be developed for the Town.

Building Updates & Other Permits:

Vassar Circle – The remaining three driveways were poured. Joe Toomey, Town Engineer, has inspected the completed concrete driveway and driveway aprons for numbers 10, 14, and 20 Vassar Circle, and found that they were constructed in accordance with the approved site plan for the development. A section of existing concrete curb and gutter is cracked and must be removed and replaced before the project is finished. 20 Vassar Circle is closing next week and the new owners should be moved in by next Friday. Both 10 and 14 Vassar Circle should be finished by November 1. The owners of 14 Vassar are moving in on November 1.

7316 University – deck permit.

29 Wellesley – demolition and shed permits

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

Mayor Costello announced a closing opportunity for comments by the residents. No residents made comments.

ADJOURNMENT:

Motion to adjourn: CM Wilson; 2nd CM Kishore. All in favor. Meeting Adjourned 9:07 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved:  Date: 11/10/2021
Mayor, Dia Costello

Town of Glen Echo
Revenue/Expenses Actual vs Budget
July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate Property Tax	14,028	140,000	-125,972	10%
02. Personal Property				
02.1 Corporate	335	2,000	-1,665	17%
02.2 Unincorporated	0	100	-100	0%
02.3 Public Utility	0	19,000	-19,000	0%
Total 02. Personal Property	335	21,100	-20,765	2%
03. State Income Tax	30,368	130,000	-99,632	23%
04. Highway	4,397	15,000	-10,603	29%
05. License/Permits				
05.1 Admissions & Amusement	0	300	-300	0%
05.2 Build Perm	225	1,000	-775	23%
Total 05. License/Permits	225	1,300	-1,075	17%
06. Rental Inc				
06.1 Post Off.	5,317	31,899	-26,582	17%
06.2 T H Rental	925	6,000	-5,075	15%
06.3 Parking Lot--Tulane	300	3,600	-3,300	8%
Total 06. Rental Inc	6,542	41,499	-34,957	16%
07. Interest	35	500	-465	7%
08. County Revenue Sharing	0	27,448	-27,448	0%
09. Cable Franchise	776	3,400	-2,624	23%
10. Echo Newsletter				
10.1 Advertisements	3,500	4,000	-500	88%
10.2 Subscriptions	0	100	-100	0%
Total 10. Echo Newsletter	3,500	4,100	-600	85%
11 Misc Revenue				
11.6 Chesapeake Bay Trust Grant	13,230			
11.1 Walking Tour Book	10	20	-10	50%
11.4 Env Project Restricted Inc	0	200	-200	0%
Total 11 Misc Revenue	13,240	220	13,020	6,018%
Total Income	73,446	384,567	-311,121	19%
Expense				
Reconciliation Discrepancies	0			
20 Payroll				
20.1 Salary	14,192	61,500	-47,308	23%
20.2 Employer Taxes	1,086	4,500	-3,414	24%
20.3 Staff Training	0	1,000	-1,000	0%
Total 20 Payroll	15,278	67,000	-51,722	23%
21 Professional Services				
21.1. Auditor	3,500	8,000	-4,500	44%
21.2. Legal				
21.21 Town Attorney	1,730	20,000	-18,270	9%
21.22 Specialized Legal Svcs.	0	5,000	-5,000	0%

Town of Glen Echo

Revenue/Expenses Actual vs Budget

July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Total 21.2. Legal	1,730	25,000	-23,270	7%
21.4 Oth Prof Svcs	75	500	-425	15%
21.5 Traffic Study Consultant	0	3,000	-3,000	0%
21.6 Records Ret./Archiving	0	1,500	-1,500	0%
21.7 IT Support	210	1,000	-790	21%
21.8 Arborist	0	500	-500	0%
21.9 Town Engineer/Bld. Insp.	503	16,000	-15,497	3%
21.10 Office Temporary Help	62	500	-438	12%
Total 21 Professional Services	6,080	56,000	-49,920	11%
22. Fixed Op Ex				
22.1 Office & TH Utilities				
22.11 Electrical	304	2,100	-1,796	14%
22.12 Gas	36	1,000	-964	4%
22.13 Telephone/Internet	783	3,200	-2,417	24%
22.14 WSSC	147	750	-603	20%
Total 22.1 Office & TH Utilities	1,270	7,050	-5,780	18%
22.2 Office				
22.21 Office Supplies	85	2,000	-1,915	4%
22.22 Software/Domain	590	750	-160	79%
22.23 Copier Rental	522	1,500	-978	35%
Total 22.2 Office	1,197	4,250	-3,053	28%
22.3 Bank Fees	19	250	-231	8%
22.4 Website	193	600	-407	32%
22.5 Ins & Bond	2,415	3,000	-585	81%
22.6 Dues, Subs., Conf.	1,195	5,000	-3,805	24%
22.7 Admin				
22.74 Digitizing Records	0	5,750	-5,750	0%
22.71 Admin. Payroll Fee	285	2,000	-1,715	14%
22.72 Flyer Delivery Charges	20	200	-180	10%
22.73 Misc. Admin Fee	445	500	-55	89%
Total 22.7 Admin	750	8,450	-7,700	9%
22.8 Echo	190	2,500	-2,310	8%
22.9 Town Hall				
22.95 Covid Disinfection	0	750	-750	0%
22.91 TH Supplies	293	2,000	-1,707	15%
22.92 TH Cleaning Service	580	3,500	-2,920	17%
22.93 TH Maintenance	2,008	4,000	-1,992	50%
22.94 TH Elevator Maintenance	825	2,000	-1,175	41%
Total 22.9 Town Hall	3,706	12,250	-8,544	30%
22.110 T H Improv	1,995	3,500	-1,505	57%
22.120 Office Furniture & Equip	438	300	138	146%
Total 22. Fixed Op Ex	13,368	47,150	-33,782	28%
23 Streets				
23.1 Streetlights	1,895	9,500	-7,605	20%

Town of Glen Echo Revenue/Expenses Actual vs Budget July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
23.2 Street Sweeping	1,100	2,500	-1,400	44%
23.3 Street Signs	0	1,000	-1,000	0%
23.4 Stormwater Projects				
23.4A CBT StormWater	3,450			
23.4 Stormwater Projects - Other	0	20,000	-20,000	0%
Total 23.4 Stormwater Projects	3,450	20,000	-16,550	17%
23.5 Street Repair	0	10,000	-10,000	0%
23.6 Sidewalk Repair	0	5,000	-5,000	0%
Total 23 Streets	6,445	48,000	-41,555	13%
24 Town Services				
24.1 Community Contribution	3,000	3,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	2,955	7,500	-4,545	39%
24.22 Town Right of Way	5,178	7,300	-2,122	71%
24.23 Environmental Imp Project	0	500	-500	0%
24.2 Landscape - Other	900			
Total 24.2 Landscape	9,033	15,300	-6,267	59%
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	1,717	1,500	217	114%
24.52 Town Tree Removal	3,400	3,990	-590	85%
Total 24.5 Town Trees	5,117	5,490	-373	93%
24.6 Leaf Removal	0	13,650	-13,650	0%
24.7 Community Events				
24.71 Livable Community Committ	0	500	-500	0%
24.7 Community Events - Other	2,092	6,500	-4,408	32%
Total 24.7 Community Events	2,092	7,000	-4,908	30%
Total 24 Town Services	32,042	109,440	-77,398	29%
Total Expense	73,213	327,590	-254,377	22%
Net Ordinary Income	233	56,977	-56,744	0%
Net Income	233	56,977	-56,744	0%

Town of Glen Echo Revenue/Expenses by Month

July through September 2021

Jul 21 Aug 21 Sep 21 TOTAL

Ordinary Income/Expense

Income

01. Real Estate Property Tax	0	10,178	3,850	14,028
02. Personal Property	108	12	216	336
03. State Income Tax	0	397	29,971	30,368
04. Highway	0	0	4,397	4,397
05. License/Permits	0	175	50	225
06. Rental Inc	-50	4,383	2,208	6,541
07. Interest	25	10	0	35
09. Cable Franchise	0	776	0	776
10. Echo Newsletter	0	3,500	0	3,500
11 Misc Revenue	0	13,240	0	13,240

Total Income	83	32,671	40,692	73,446
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Expense

Reconciliation Discrepancies	0	0	0	0
20 Payroll	5,093	4,358	5,827	15,278
21 Professional Services	652	1,482	3,946	6,080
22. Fixed Op Ex	6,773	2,509	4,085	13,367
23 Streets	613	1,728	4,105	6,446
24 Town Services	6,515	10,498	15,029	32,042

Total Expense	19,646	20,575	32,992	73,213
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Net Ordinary Income	-19,563	12,096	7,700	233
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Net Income	-19,563	12,096	7,700	233
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Town of Glen Echo
Account Balances New
As of September 30, 2021
Sep 30, 21

ASSETS

Current Assets

Checking/Savings

PNC Checking ARP Funds 6121	133,010.03
PNC - Checking	26,856.96
PNC - Money Market	724,031.97
MD Local Gov't Investment Pool	83,993.33

Total Checking/Savings 967,892.29

Total Current Assets 967,892.29

TOTAL ASSETS 967,892.29

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Bond Deposit

Town Hall Deposit	200.00
Right of Way Bond	9,000.00
Bond Deposit - Other	3,000.00

Total Bond Deposit 12,200.00

Total Other Current Liabilities 12,200.00

Total Current Liabilities 12,200.00

Total Liabilities 12,200.00

TOTAL LIABILITIES & EQUITY 12,200.00

Town of Glen Echo
Expenses by Vendor Summary
September 2021

	<u>Sep 21</u>
Advance Business Systems	131
AR Electrical Solutions Inc	1,020
Blue Crab Contracting, LLC	563
Bolt Legal, LLC	341
Cabin John Fire Department	500
Digital Handyman, Inc	105
GEPPAC	2,000
Glen Echo Fire Department	500
Greening Urban LLC	3,450
Gundrun Kreisel	5
Hughes Landscaping & Supply Co. Inc.	5,484
Kelly Diamond	193
Key Sanitation, Incorporated	6,400
LSWG	3,500
Maid Brigade, Inc	290
Maryland Fire Equipment Corp	137
Maryland Mayor's Association	60
MML/Montgomery County Chapter	100
PEPCO - (streetlights)	655
PNC Bank	675
Verizon - Phone Line	261
Washington Gas	12
TOTAL	<u><u>26,382</u></u>