

The Town of  
*GLEN ECHO*

Chartered 1904

Town Hall · 6106 Harvard Avenue · Glen Echo · Maryland 20812 · (301) 320-4041  
townhall@glenecho.org

TOWN COUNCIL MEETING MINUTES

December 13, 2021  
Held Virtually Via Zoom

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

PRESENT

Mayor: Dia Costello.

Councilmembers: (CM) Mona Kishore, Dan Spealman, Matt Stiglitz, and Julia Wilson.

Town Manager: (TM) Beth Boa.

Town Engineer: Joe Toomey

Guests: Dhani Jones

Residents: Alex Boyar (Cornell Ave), Aaron Hirsch (University Ave), Matt McFarland (Vassar Cir), Emily Parsons (The Echo).

Mayor Costello noted that the hearing on the fence at 4 Vassar Circle was cancelled as County Zoning is working with the fence company. The parking issue on Princeton was postponed to the January 10, 2022 Council Meeting at the request of a resident.

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

Mayor Costello offered an opportunity to take comments from the residents. A resident asked when the Council would meet in person again; Mayor Costello answered after the County mask mandate (due to Covid-19) is repealed.

COUNCIL MEETING MINUTES: ACTION ON NOVEMBER 8, 2021 MEETING

Minutes of the November 8, 2021 Council meeting were approved.

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

HEARING AND VOTE ON ORDINANCE 21-08 ANIMAL CONTROL: Costello

The Glen Echo Town Council considered Ordinance 21-08 to update the animal control ordinance. The Ordinance was discussed and introduced at the Council meeting on November 8, 2021. It was the subject of further discussion and a public hearing at the Council Meeting on December 13, 2021. Residents were invited to provide comments on the Ordinance at the hearing or via email. There were no resident comments.

As currently drafted, the Ordinance would amend Article 2 to specifically eliminate the Local Animal Control Officer position, and the Local Animal Advisory Committee, both of which have not been active for an extended period of time. Residents would be encouraged to address issues amongst themselves, especially for animal nuisance issues (such as excessive barking) and, that failing, to contact Montgomery County Animal Control for assistance. Any urgent animal issues should go to Animal Control at Montgomery County. As per all ordinances, the Town Manager, Mayor, and Town Council would be responsible for enforcing the ordinance going forward.

A complete copy of the ordinance was available on the Town website. Copies could also be obtained via email or in hard copy from the Town Manager.

The County Animal Control Code Chapter 5, which is applicable to the Town except where it is amended in the Town's ordinance, is available here:

<https://www.montgomerycountymd.gov/animalservices/Resources/Files/Chapter%205%202019%20Formatted.pdf>

Motion to Adopt Ordinance 21-08: CM Kishore; 2<sup>nd</sup> CM Wilson. Approved 4-0.

RESOLUTION 21-07 POST OFFICE LEASE: Costello

Mayor Costello and TM Boa worked on the lease with the US Post Office. At their request, the post office came back with revised terms:

Current Lease is \$31,899 / year

Original Terms proposed by USPS: \$33,600.00 through 2026 and 01/01/2027 - 7 12/31/2031: \$36,960.00

Town proposal: \$35,280 through 2026 and 01/01/2027 - 12/31/2031: \$38,640.

New Terms from USPS: \$35,280 through 2026 and then 01/01/2027 - 12/31/2031: \$37,200

Town Attorney Ron Bolt provided some edits to the lease.

Motion to Approve Resolution 21-07: CM Stiglitz; 2<sup>nd</sup> CM Kishore. Approved 4-0.

VASSAR CIRCLE RIGHT OF WAY BOND: Costello

Two Vassar LLC representative Aaron Hirsch requested that the right of way bond be released after the final inspection approval for the Sediment Control Permit by the County. The Town had asked him to fix three broken curbs on inner Vassar Circle. He agreed to fix the curb at 10 Vassar but declined to fix the two at 14 Vassar and 20 Vassar as he felt that there was no proof his construction work had caused the damage and that the Town was responsible for its own curbs. Joe Toomey, Town Engineer, stated that the curbs should last 30 – 50 years and that Two Vassar LLC should turn over the right of way in undamaged condition when construction is finished. After discussion, Aaron Hirsch of Two Vassar LLC agreed to pay for fixing the three curbs after which the Town Council agreed to release the right of way bond after the final inspection approval for the Sediment Control Permit by the County. The 10 Vassar Bond of \$3,000 would be released after the three curbs are fixed.

TULANE LOT PRESENTATION: Costello

Matt McFarland (Vassar Circle) and his colleague Dhani Jones presented their idea for Glen Echo Brewing to the Mayor and Council. This would be on the lots that the Town owns between Tulane Ave and Oberlin Ave. They could either lease or purchase the land. If they lease it, the Town would be responsible for rezoning from R-60 to CRT. If they buy one or more of the lots, they would be responsible for the rezoning process. The Town would need to have water, sewer, gas and electricity installed.

The Mayor and Council asked Mr McFarland and Mr Jones to talk to the owner of the Irish Inn as the parking and customer base would be impacted. They were also asked to evaluate parking options, zoning process and costs, licensing and utility installation. They will attend the February Council meeting with more information. The Council will consider other options for the lots at the January Council Meeting.

LANDSCAPER CONTRACT: Costello

The Town requested landscaping bids from 9/14/2021-10/14/2021 for the upcoming season starting spring 2022. The RFB was posted on eMMA (eMaryland Marketplace), the Town website, and separately sent out to 5 landscaping firms.

The Town received 5 bids:

Environmental Resources Group  
Hughes Landscaping  
Maple Hill Lawn and Garden  
Rolling Acres Landscaping  
SanLou LLC

After reviewing the bids and speaking with the firms and their references, TM Boa recommended Maple Hill Lawn and Garden.

Their bid was reasonable and their references were excellent. They have the capability to provide all necessary services in the contract. TM Boa and Environmental Committee Chair Holly Shimizu met with the owner on November 2 and Holly Shimizu approves this choice.

The Council reviewed a spreadsheet of the bid amounts, requested at the November 8 Council Meeting.

Motion to Approve Contract with Maple Hill Lawn and Garden: CM Wilson; 2<sup>nd</sup> CM Kishore.  
Approved 4-0.

BUDGET AMENDMENT: Costello

Budget Amendment Expense: 20.1 Salary Increase expense \$5,000 for Town Manager salary for the remainder of FY22.

The Council was asked to approve a budget amendment of \$5,000 for the salary increase.

Motion to Approve Budget Amendment: CM Spealman; 2<sup>nd</sup> CM Wilson. Approved 4-0.

FINANCIAL REPORT FOR THE MONTH OF NOVEMBER (copy attached). TM Boa

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

The Town received:

Property Tax collections of \$9,430 – the Town has received 56% of expected revenue in this category.

Income Tax revenue of \$56,757 – the Town has received 53% of expected revenue in this category.

Cable Franchise revenue from Comcast of \$131.54 – the Town has received 24% of expected revenue in this category.

Expenses:

Bolt Legal expense was \$1,085 for October broken out by categories as follows: 34% for ARPA consultation; 31% for Town Engineer contract correspondence; 17% on Post Office Lease; 18% preparing for council meeting (small cell, Irish Inn lease, Animal Control ordinance).

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

LSWG: Balance of \$4,000 for audit (total of \$7,500)

Budget preparation for FY23 will begin in January.

Motion to Approve the Financial Report: CM Stiglitz; 2<sup>nd</sup> CM Kishore. Approved 4-0.

OPERATIONS REPORT: Infrastructure; Administrative; Social: TM Boa

**Infrastructure:**

**Pepco meeting:** Mayor Costello and TM Boa met with Tami Watkins of Pepco on November 19. Topics were installing an electric vehicle charger at Town Hall, the process for vegetation cutback, the status of LED streetlights conversion, and small cell installation. Pepco will evaluate the sites at Town Hall for a possible EV charger. Pepco will communicate with the Town and with residents about any pruning or tree removals. Pepco's conversion of streetlights to LED is on hold as their case was not approved by the Public Service Commission. They are considering whether to go back to PSC. Some towns are converting the lights to LEDs on their own. Companies wanting to install 5G on Pepco facilities will need to apply to Pepco. CM Kishore and CM Wilson will go with Pepco on the walk through for the vegetation cutback.

**Leaf Pick Up:** Tuesdays November 2, 9, 23 - December 7 and 21. Five pickups seem sufficient; however, TM Boa said she was not sure if a good idea to spread them out. Some residents liked the spread out schedule and some did not. Next year, the Town may want to start pick ups later in the fall.

**Small Cell:** TM Boa spoke with the Manager of the Village of Martin's Additions. Their telecommunications attorney believes that the need for 5G in small municipalities that are well connected urban areas with good WIFI is not urgent. It is likely that main roads and spread out neighborhoods up county are the priorities. The Village is working on a license agreement for 5G applicants, which the manager will share.

**Social:**

**Holiday Party** –The Bean Bag catered this event December 12 from 11-12:30 outside Town Hall. Donations were collected for Manna Food. Gingerbread Houses were decorated -thank you Angela Hirsch. The Town gave out commemorative mugs to attendees. Thank you Julie Lull for the design!

**Administrative:**

**Town Archives:** A senior history major at Patrick Henry College in Virginia is doing some research at our archives for her senior thesis research project on Glen Echo Park. Mayor Costello put her in touch with the Park as well. She will return over winter break to continue researching.

**Tax Duplication:** A bill on tax duplication has been drafted by the County Executive’s office, to go to the County Council by December 14. The County MML Chapter had a call with the Chief Administrative Officer to discuss the bill and sent a follow up letter with comments. Full funding of tax duplication would take five years, starting with 60% of the full funding due and moving to 100% by FY26. For FY22, 60% of full funding was implemented and the Town received \$24,105. In previous fiscal years the Town has received \$20,762.

**TH Rentals:** Simon Says Yoga is using Town Hall as its studio through December 31 as it prepares its new location.

**Town Engineer:** The requirement for Professional Liability Insurance and other requested coverage resulted in a quote of \$4,100/year. Montgomery Consulting has withdrawn from the process due to the cost of the insurance. In FY21 the total expense for Joe Toomey was \$6,770.

**Wild Bird Center:** The purchase should be finalized later this month at which time George Petrides Jr. will let us know who the buyers are.

**American Rescue Plan Act Funds:** CM Spealman and TM Boa will manage the procurement and reporting. CM Spealman will train TM Boa on 2 CFR 200 requirements.

**Building Updates & Other Permits:**

6004 Bryn Mawr: Fence

5906 Oxford: Fence

6101 Harvard: Permit extension for addition

MEETING PROTOCOL FOR JANUARY 10, 2022: Costello  
The Council will meet via Zoom.

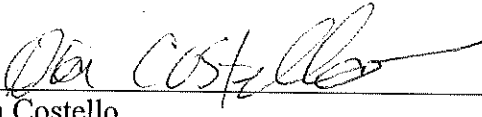
OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS’ COMMENTS:

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

ADJOURNMENT:

Motion to adjourn: CM Stiglitz 2<sup>nd</sup> CM Kishore. All in favor. Meeting Adjourned 9:02 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved:  Date: 1/12/2027  
Mayor, Dia Costello

# Town of Glen Echo

## Revenue/Expenses by Month

July through November 2021

Jul 21   Aug 21   Sep 21   Oct 21   Nov 21   TOTAL

Ordinary Income/Expense	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	TOTAL
<b>Income</b>						
01. Real Estate Property Tax	0	10,178	3,850	54,941	9,157	78,126
02. Personal Property	108	12	216	89	206	631
03. State Income Tax	-19,841	397	29,971	1,414	56,758	68,699
04. Highway	-4,397	0	4,397	2,467	0	2,467
05. License/Permits	0	175	50	338	50	613
06. Rental Inc	-50	4,383	2,208	5,833	2,658	15,032
07. Interest	25	10	8	9	67	119
08. County Revenue Sharing	0	0	0	24,105	0	24,105
09. Cable Franchise	-776	776	0	672	132	804
10. Echo Newsletter	0	3,500	0	12	613	4,125
11 Misc Revenue	0	13,240	0	0	0	13,240
<b>Total Income</b>	<b>-24,931</b>	<b>32,671</b>	<b>40,700</b>	<b>89,880</b>	<b>69,641</b>	<b>207,961</b>
<b>Expense</b>						
Reconciliation Discrepancies	0	0	0	0	0	0
20 Payroll	5,093	4,358	5,827	7,639	5,093	28,010
21 Professional Services	503	1,482	3,946	295	5,085	11,311
22. Fixed Op Ex	6,773	2,509	4,095	4,780	2,887	21,044
23 Streets	613	1,728	4,105	690	768	7,904
24 Town Services	3,901	10,498	15,029	4,617	2,049	36,094
<b>Total Expense</b>	<b>16,883</b>	<b>20,575</b>	<b>33,002</b>	<b>18,021</b>	<b>15,882</b>	<b>104,363</b>
<b>Net Ordinary Income</b>	<b>-41,814</b>	<b>12,096</b>	<b>7,698</b>	<b>71,859</b>	<b>53,759</b>	<b>103,598</b>
<b>Net Income</b>	<b>-41,814</b>	<b>12,096</b>	<b>7,698</b>	<b>71,859</b>	<b>53,759</b>	<b>103,598</b>

**Town of Glen Echo**  
**Account Balances New**  
**As of November 30, 2021**  
Nov 30, 21

**ASSETS**

**Current Assets**

**Checking/Savings**

PNC Checking ARP Funds 6121	133,010.03
PNC - Checking	66,981.58
PNC - Money Market	803,407.31
MD Local Gov't Investment Pool	83,998.35

**Total Checking/Savings** 1,087,397.27

**Total Current Assets** 1,087,397.27

**TOTAL ASSETS** 1,087,397.27

**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

**Total Liabilities** 6,200.00

**TOTAL LIABILITIES & EQUITY** 6,200.00



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

November 2021

	<u>Nov 21</u>
Advance Business Systems	131
Bolt Legal, LLC	1,085
Hughes Landscaping & Supply Co. Inc.	1,192
Kencor, Inc	438
LSWG	4,000
Maid Brigade, Inc	435
PEPCO - (streetlights)	768
PNC Bank	1,361
Print 1 Printing & Copying	214
Rolling Acres Landscaping, Inc	375
Verizon - Phone Line	521
Washington Gas	12
<b>TOTAL</b>	<u><u>10,532</u></u>

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

Ordinary Income/Expense	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
01. Real Estate Property Tax	78,126	140,000	-61,874	56%
02. Personal Property				
02.1 Corporate	631	2,000	-1,369	32%
02.2 Unincorporated	0	100	-100	0%
02.3 Public Utility	0	19,000	-19,000	0%
<b>Total 02. Personal Property</b>	<b>631</b>	<b>21,100</b>	<b>-20,469</b>	<b>3%</b>
03. State Income Tax	68,699	130,000	-61,301	53%
04. Highway	2,467	15,000	-12,533	16%
05. License/Permits				
05.1 Admissions & Amusement	138	300	-162	46%
05.2 Build Perm	475	1,000	-525	48%
<b>Total 05. License/Permits</b>	<b>613</b>	<b>1,300</b>	<b>-687</b>	<b>47%</b>
06. Rental Inc				
06.1 Post Off.	10,633	31,899	-21,266	33%
06.2 T H Rental	3,200	6,000	-2,800	53%
06.3 Parking Lot--Tulane	1,200	3,600	-2,400	33%
<b>Total 06. Rental Inc</b>	<b>15,033</b>	<b>41,499</b>	<b>-26,466</b>	<b>36%</b>
07. Interest	119	500	-381	24%
08. County Revenue Sharing	24,105	27,448	-3,343	88%
09. Cable Franchise	804	3,400	-2,596	24%
10. Echo Newsletter				
10.1 Advertisements	4,113	4,000	113	103%
10.2 Subscriptions	12	100	-88	12%
<b>Total 10. Echo Newsletter</b>	<b>4,125</b>	<b>4,100</b>	<b>25</b>	<b>101%</b>
11 Miscel 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%
<b>Total 11 Miscel Revenue</b>	<b>13,240</b>	<b>220</b>	<b>13,020</b>	<b>6,018%</b>
<b>Total Income</b>	<b>207,962</b>	<b>384,567</b>	<b>-176,605</b>	<b>54%</b>
<b>Expense</b>				
Reconciliation Discrepancies	0			
20 Payroll				
20.1 Salary	26,019	61,500	-35,481	42%
20.2 Employer Taxes	1,990	4,500	-2,510	44%
20.3 Staff Training	0	1,000	-1,000	0%
<b>Total 20 Payroll</b>	<b>28,009</b>	<b>67,000</b>	<b>-38,991</b>	<b>42%</b>
21 Professional Services				
21.1. Auditor	7,500	8,000	-500	94%
21.2. Legal				
21.21 Town Attorney	2,961	20,000	-17,039	15%
21.22 Specialized Legal Svcs.	0	5,000	-5,000	0%

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
Total 21.2. Legal	2,961	25,000	-22,039	12%
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%
<b>Total 21 Professional Services</b>	<b>11,311</b>	<b>56,000</b>	<b>-44,689</b>	<b>20%</b>
<b>22. Fixed Op Ex</b>				
<b>22.1 Office &amp; TH Utilities</b>				
22.11 Electrical	619	2,100	-1,481	29%
22.12 Gas	60	1,000	-940	6%
22.13 Telephone/Internet	1,303	3,200	-1,897	41%
22.14 WSSC	338	750	-412	45%
<b>Total 22.1 Office &amp; TH Utilities</b>	<b>2,320</b>	<b>7,050</b>	<b>-4,730</b>	<b>33%</b>
<b>22.2 Office</b>				
22.21 Office Supplies	242	2,000	-1,758	12%
22.22 Software/Domain	666	750	-84	89%
22.23 Copier Rental	783	1,500	-717	52%
<b>Total 22.2 Office</b>	<b>1,691</b>	<b>4,250</b>	<b>-2,559</b>	<b>40%</b>
22.3 Bank Fees	37	250	-213	15%
22.4 Website	193	600	-407	32%
22.5 Ins & Bond	2,415	3,000	-585	81%
22.6 Dues, Subs., Conf.	2,182	5,000	-2,818	44%
<b>22.7 Admin</b>				
22.74 Digitizing Records	0	5,750	-5,750	0%
22.71 Admin. Payroll Fee	454	2,000	-1,546	23%
22.72 Flyer Delivery Charges	20	200	-180	10%
22.73 Misc. Admin Fee	532	500	32	106%
<b>Total 22.7 Admin</b>	<b>1,006</b>	<b>8,450</b>	<b>-7,444</b>	<b>12%</b>
22.8 Echo	784	2,500	-1,716	31%
<b>22.9 Town Hall</b>				
22.95 Covid Disinfection	0	750	-750	0%
22.91 TH Supplies	576	2,000	-1,424	29%
22.92 TH Cleaning Service	1,305	3,500	-2,195	37%
22.93 TH Maintenance	2,447	4,000	-1,553	61%
22.94 TH Elevator Maintenance	1,263	2,000	-737	63%
<b>Total 22.9 Town Hall</b>	<b>5,591</b>	<b>12,250</b>	<b>-6,659</b>	<b>46%</b>
22.10 Oth Maint	190			
22.110 T H Improv	4,198	3,500	698	120%
22.120 Office Furniture & Equip	438	300	138	146%
<b>Total 22. Fixed Op Ex</b>	<b>21,045</b>	<b>47,150</b>	<b>-26,105</b>	<b>45%</b>
<b>23 Streets</b>				

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
23.1 Streetlights	3,354	9,500	-6,146	35%
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%
<b>Total 23.4 Stormwater Projects</b>	<b>3,450</b>	<b>20,000</b>	<b>-16,550</b>	<b>17%</b>
23.5 Street Repair	0	10,000	-10,000	0%
23.6 Sidewalk Repair	0	5,000	-5,000	0%
<b>Total 23 Streets</b>	<b>7,904</b>	<b>48,000</b>	<b>-40,096</b>	<b>16%</b>
24 Town Services				
24.1 Community Contribution	3,000	3,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	773	7,500	-6,727	10%
24.22 Town Right of Way	6,680	7,300	-620	92%
24.23 Environmental Imp Project	0	500	-500	0%
24.2 Landscape - Other	900			
<b>Total 24.2 Landscape</b>	<b>8,353</b>	<b>15,300</b>	<b>-6,947</b>	<b>55%</b>
24.3 Snow Removal	375	25,000	-24,625	2%
24.4 Refuse/Recycling	16,000	40,000	-24,000	40%
24.5 Town Trees				
24.51 Town Tree Pruning	1,717	1,500	217	114%
24.52 Town Tree Removal	4,040	3,990	50	101%
<b>Total 24.5 Town Trees</b>	<b>5,757</b>	<b>5,490</b>	<b>267</b>	<b>105%</b>
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	2,609	6,500	-3,891	40%
<b>Total 24.7 Community Events</b>	<b>2,609</b>	<b>7,000</b>	<b>-4,391</b>	<b>37%</b>
<b>Total 24 Town Services</b>	<b>36,094</b>	<b>109,440</b>	<b>-73,346</b>	<b>33%</b>
<b>Total Expense</b>	<b>104,363</b>	<b>327,590</b>	<b>-223,227</b>	<b>32%</b>
<b>Net Ordinary Income</b>	<b>103,599</b>	<b>56,977</b>	<b>46,622</b>	<b>182%</b>
<b>Net Income</b>	<b>103,599</b>	<b>56,977</b>	<b>46,622</b>	<b>182%</b>