

The Town of  
**GLEN ECHO**

Chartered 1904

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TOWN COUNCIL MEETING MINUTES

July 11, 2022

Held Virtually Via Zoom

CALL TO ORDER: MAYOR DIA COSTELLO. 8:05 PM

PRESENT

Mayor: Dia Costello.

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

Town Manager: (TM) Beth Stickler.

Residents: Robin Kogelnik (Princeton), Debbie Lange (Wellesley C.), Paul Levine (Wellesley C.), Emily Parsons (The Echo), Holly Shimizu (Bryn Mawr).

Guests: Ha-Yeon Jeon (Del. Korman representative).

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

Mayor Costello offered an opportunity to take comments from the residents. There were no comments. Mayor Costello invited Del. Korman's representative and Del. Korman to the summer picnic. She thanked residents Aaron and Angela Hirsch for putting on the Town's July 4 celebration. Montgomery Municipal Cable filmed the celebration and it is posted on their website.

COUNCIL MEETING MINUTES: ACTION ON JUNE 13, 2022 MEETING

Minutes of the June 13, 2022 Council meeting were approved as amended.

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

JUNETEENTH RESOLUTION 22-05: Costello

Mayor Costello asked the Council to consider passing Resolution 22-05 recognizing Juneteenth.

Motion to Approve Resolution 22-05 As Amended: CM Stiglitz; 2<sup>nd</sup> CM Kishore. Approved 4-0.

APPROVE VENDOR FOR CHESAPEAKE BAY TRUST GRANT: Kogelnik

The Town applied for and was awarded a grant from Chesapeake Bay Trust and was awarded \$28,271 for an engineering design plan for green stormwater solutions. Robin Kogelnik (Princeton) described the two projects; a rain garden at Town Hall and a swale on the right of way near Bryn Mawr Ave.

The Town put out an RFP and received three bids for the engineering design phase of two recommended features. The three proposals were from:

Greening Urban \$27,000

Coastal Resources \$27,270

Clark Azar \$14,800

References for the three bidders were consulted, and Ms. Kogelnik, Holly Shimizu, and TM Stickler recommended Coastal Resources as they were the most responsive, had an excellent, well thought out proposal, and great references. The majority of their work is on storm water management.

The Council urged that the Town get advice from Coastal Resources and the Town Engineers on designing the streets to have better drainage as suggested in the Greening Urban Report. The Town could install grate and drains on the streets and at the end of the streets. The Town will look for more sources of funding for design work for more stormwater features.

Motion to Approve Coastal Resources, Inc as Vendor: CM Stiglitz; 2<sup>nd</sup> CM Wilson. Approved 4-0.

APPROVE VENDOR FOR TOWN HALL AIR CONDITIONING UNIT REPLACEMENT: TM Stickler

The AC Request for Bids was sent to three vendors, posted on the Town website, and posted on E Maryland Marketplace 6.22.22.

Bids were due July 1, 2022 at noon.

Scope:

An attic single speed air conditioner and air handler 3-ton system, 14 SEER.

One single speed air conditioner and vertical evaporator coil 2-ton system, 14 SEER.

One single speed air conditioner and vertical evaporator coil 4-ton system, 14 SEER.

To be installed by August 30.

SEER stands for Seasonal Energy Efficiency Ratio. This is the ratio of the cooling output of an air conditioner over a typical cooling season, divided by the energy it uses in Watt-Hours. It may also be called a Seasonal Energy Efficiency Rating. A good SEER rating is typically 14 or higher.

The Town got four bids:

ASN General Contracting

\$40,950 (Equipment \$15,000; labor \$12,000; electrical work \$3,000; ceiling modification work \$950; misc materials \$2,500; contingency \$1,000; overhead and profit \$6,500)

Brand: Carrier

Warranty: The warranty period is five (5) years on the compressor, and one (1) year on all other parts.

Crockett Facilities Services

\$45,400 (labor \$12,800; materials \$2,800; equipment \$22,000; subcontractor \$4,000; overhead \$3,800)

Brand: Daikin

Warranty: 1 Year parts and labor, 5 year factory warranty

Mannix Heating and Cooling

\$22,927 (14 seer) or \$28,047 (16 seer) Price includes equipment and installation/labor

Brand: Carrier

Warranty 1 year labor, 10 year parts

Nova Facility Solutions, Inc

\$19,889 (includes equipment and installation / labor)

Brand: Bryant-Carrier

Warranty : Manufacturer Warranty will apply; 2 year labor warranty

The Council discussed the bids and decided based on pricing, references and reviews on Consumer Checkbook to go with Mannix Heating and Cooling. CM Spealman suggested that American Rescue Plan Act funds be used for this expense, and will review the RFP to confirm if it complies with 2CFR200. The Council discussed whether the new AC units would upgrade Town Hall ventilation, and agreed that it would not. TM Stickler will ask Mannix and look into duct cleaning.

Motion to Approve Mannix Heating and Cooling as Vendor to replace AC Units: CM Stiglitz; 2<sup>nd</sup> CM Wilson. Approved 4-0.

BUDGET AMENDMENT KEY SANITATION CONTRACT: TM Stickler

The FY 23 budget is currently \$40,600 for 24.4 Refuse/Recycling.

The Council voted to approve the addition of a fuel surcharge for FY23 at the June 2022 meeting.

The Council is asked to approve adding \$300/month September – June for the fuel surcharge for a total of \$3,000 to increase budget item 24.4 to \$43,600.

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

STREET REPAVING AND STREET SIGNS: TM Stickler

The Council continued to discuss the use of the ARPA funds and the capital improvement needs.

Paving streets –The Council met with Lance Ball of OIPA to walk the streets to review the need for paving. Based on the walk through, the Council concurs that small areas can be done as needed as opposed to repaving all the streets. Areas of need are at Columbia at Yale and Columbia at Harvard. The rest of the areas could be done block by block, but this is not urgent. The Council suggested budgeting \$50,000/ fiscal year to address needs as they arise. The Council can meet with OIPA every year or two for consistent assessments. The paving needs should be coordinated with stormwater improvements. TM Stickler will ask OIPA to design a drainage fix for the base of Yale at Columbia.

Street Signs: TM Stickler has drafted an RFP for procurement of new street signs. CM Spealman will review the draft and recommends American Rescue Plan Act funds be used. CM Stiglitz will assess whether he can remove the old signs himself to save the town that removal cost.

FINANCIAL REPORT FOR THE MONTH OF JUNE (copy attached). TM Stickler

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

Revenue:

Property Tax: Received \$1,457, at 101% of budget.

Income Tax: Received \$26,945, at 125% of budget.

Expenses:

Bolt Legal expense was \$465 for May: 7% small cell ordinance; 80% Street A.

OIPA: expense was \$2,805 for May: Review of Town pavement needs.

Maple Hill Lawn and Garden: Expense was \$4,555 for mowing (\$725), installing new plants (\$344), removing invasives (\$676 covered by CBT Grant), removing tree debris (\$733), other landscaping including landscaping on ROW (\$884).

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

OPERATIONS REPORT: Social; Infrastructure; Administrative: TM Stickler

Social:

Summer picnic: Volunteers are needed for set up and clean up at the picnic. There are five categories for prizes at the pie contest.

Infrastructure:

Elevator Inspection: The elevator needs to have its interior lights and alarm fixed and a new electrical board to pass inspection. TM Stickler is waiting for the board to arrive and the electrician to fix the lights, then the elevator will need to be inspected again.

Landscaping: Maple Hill Lawn and Landscaping rescheduled street sweeping for July 13. TM Stickler did a walk through with Maple Hill on July 7 to identify vegetation cutback and storm drain clearing needs. There are a couple of residents' lawns that need to be mowed/cut back. TM Stickler will address this directly with these residents. TM Stickler will send out monthly reminders to cut back vegetation in the summer.

**Little Library:** CM Stiglitz is fixing the Little Library roof and door.

Administrative:

Adopt a Road: Mark Steele (Bryn Mawr) suggested the Town "adopt" MacArthur Blvd. between Wilson Lane and Mohican Road. The Council approved of this.

Audit: The audit work for FY22 will begin in August.

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

Mayor Costello announced a closing opportunity for comments by the residents. No residents made comments. The August Council Meeting was canceled as the Council has done in past years. The September 12 council meeting will be held starting at 7pm and may be in person or on Zoom depending on Covid metrics.

ADJOURNMENT:

Motion to adjourn: CM Stiglitz; 2<sup>nd</sup> CM Kishore. All in favor. Meeting Adjourned 8:46 pm

Minutes Prepared by: Beth Stickler, Town Manager

Approved:  Date: 9-16-2022  
Mayor, Dia Costello