

The Town of  
**GLEN ECHO**

Chartered 1904

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TOWN COUNCIL MEETING MINUTES

September 12, 2022  
Held Virtually Via Zoom

CALL TO ORDER: MAYOR DIA COSTELLO, 7:32 PM

PRESENT

Mayor: Dia Costello.

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

Town Manager: (TM) Beth Stickler.

Residents: Emily Parsons (The Echo).

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.

COUNCIL MEETING MINUTES: ACTION ON JULY 11, 2022 MEETING

Minutes of the July 11, 2022 Council meeting were approved.

Motion to Approve Minutes As Amended: CM Kishore; 2<sup>nd</sup> CM Stiglitz. Approved 3-0.

APPROVE VENDOR FOR WINTER MAINTENANCE TM Stickler

TM Stickler sent the RFP to 6 local snow removal/winter maintenance companies including the Town's current contractor on July 27, 2022. Bids were due August 31, 2022 at noon. The budget for FY23 is \$25,000. Bid amounts were listed in a spreadsheet for the Council.

Bidders:

Rasevic Snow Services, Inc.

In terms of service provided, they would automatically complete the contracted scope (per site map). For contact, their office is the operational headquarters during the winter and is open 24/7 before, during, and after an event and you will always be able to speak with someone here. Emergency operations are additional 50%. Does not work in any local municipalities. Does work for HOAs.

References: Have used for 25 years, do all properties. Excellent communication during event. Tell what recommend, constant communication. Great company.

### Rolling Acres Landscaping

References: 1. We use Rolling Acres and highly recommend. 2. (Town) has contracted with Rolling Acres for the past three years and has the option to brine our roads/Connecticut Avenue sidewalks (not exercised every storm). This town manager says she has gone from receiving multiple complaints from residents during snowstorms to zero over the past three winters. Tucker Hyman is our contact and he stays on top of storms via text messages.

### Recommendation:

From the RFP: Contract Award. The Contract will be awarded by the Mayor and Council. The award will be made to the qualified bidder who, in the determination of the Town officials, is the lowest responsible bidder, that best meets the needs of the Town.

The Council selected the current vendor, Rolling Acres Landscaping, as communication is good via texting in the event of a storm, they know the town, and they work in multiple local municipalities. The Council noted that Rolling Acres does not overservice, communication is good during storms, residents are pleased with service, and storm service has been better the last couple of years. The Council noted that the Town used Rasevic for a year several years ago and they were expensive.

Motion to Approve Rolling Acres, Inc as Vendor: CM Kishore; 2<sup>nd</sup> CM Spealman. Approved 3-0.

### APPROVE VENDOR TO REPLACE STREET NAME SIGNS: TM Stickler

The Town went out to bid on new street name sign procurement and installation.

The request for bids was posted on Town website 7.28.22

Posted on MML Classifieds (sent 7.28.22)

Posted to eMMA (eMaryland Marketplace Advantage) 7.28.22 to 158 vendors on eMMA and sent to 5 vendors.

Bids were due 8.25.22 at noon.

The FY23 budget for new street signs is \$20,000

Forsite (PA)

Signs: \$12339

Total with removal and installation: Did not bid on removal and installation

Shannon-Baum Signs, Inc (MD)

Signs: \$11920

Total with removal and installation: \$18975

White Dot Services (MD)

Signs: \$9880

Total with removal and installation: \$14200

Blink Signs (OH)

Signs: \$15621

Total with removal and installation: \$23184

SA-SO (TX)

Signs: \$5881

Total with removal and installation: \$15481

**Recommendation:**

From the RFP: Contract Award. The Contract will be awarded by the Mayor and Council. The award will be made to the qualified bidder who, in the determination of the Town officials, is the lowest responsible bidder, that best meets the needs of the Town.

The Council selected Shannon-Baum Signs, Inc as they are a well known, Maryland based firm with whom the town has done business before. They are familiar with Maryland municipalities and have done this type of work for 72 years. They are very responsive. They are approved by Maryland State Highway as a qualified vendor for the fabrication of signs for state roads. They are recommended by Joe Cutro, who is a traffic engineer for the local municipalities. Their bid was higher than some others but within the budget for this project. They can install as well as provide signage. The Council agreed that Shannon Baum seemed like the clear vendor to go with. The choice seems reasonable and they are a known quantity. The Town was not familiar with the other vendors. Shannon Baum's bid was within the budgeted amount. The vendors were not told the budget.

The Council selected Neutra Text Bold font in all capital letters. Installation will be in November. The signs will be longer than current signs.

CM Stiglitz noted that he assessed the current sign poles for removal. Some will be easy to remove and some are stuck. He did not check the signs by the Irish Inn. The signs along MacArthur supplied by the County will not be replaced.

CM Spealman asked whether the Town can pay to install a sign on Street A, which belongs to the Glen Echo Park, naming it Howard Avenue. Mayor Costello will check with the Executive Director of GEPPAC.

Note that the Town will pay for new signs and installation with ARPA funds.

Motion to Approve Shannon-Baum Signs Inc as Vendor to replace Street Name Signs: CM Kishore; 2<sup>nd</sup> CM Stiglitz. Approved 3-0.

GREENTREE SHELTER: Mayor Costello

TM Stickler and Mayor Costello met with the director of the shelter. They house 13 families. The Shelter prefers donations of needed items over cash. The Town had a successful back to school drive. The Town would like to hold 2-3 drives/year for the shelter. Mayor Costello asked that the Livable Town Committee discuss donating items bought from income from the Winterlude event. The Committee is meeting September 19 and will discuss. In the spring, the Town would like to encourage GEPPAC to sponsor a carousel day for the children at the family shelter.

TREE MONTGOMERY: Kishore

Tree Montgomery will donate and plant six to ten trees on the trolley right of way. They will recommend species and locations. Mayor Costello would like to join the walk with Tree Montgomery to look at locations. CM Kishore will investigate how to water the new trees.

COMPOSTING: Kishore

CM Kishore would like to encourage residents to compost using Compost Crew or on their own. She suggested that the Town subsidize new Compost Crew participants at \$28 for the first month. The Council did not agree to this. CM Kishore will have Compost Crew put on a presentation for residents to encourage them to compost.

MAY 1, 2023 ELECTION: Costello

CM Kishore and CM Wilson's seats are up for re-election in May. Resident Jan Shaut is election supervisor and she is writing up election procedures with TM Stickler. The election is 5-9pm.

LANDSCAPING UPDATE: Costello

TM Stickler and Mayor Costello met with Maple Hill Lawn and Landscape about communication issues. Town wide vegetation cut back took place in August. Leaf pick up dates are November 14, 21, 28, December 5 & 19. The Town may hire a gardener for Nancy Long's garden and Town Hall gardens.

Raya's Garden is being paid for by her estate. The bench is being designed. It is hoped that the the dedication will be in November.

HANDICAPPED PARKING SPOT: Costello

The current handicapped parking spot is on an incline near the drain behind Town Hall. It could be moved one spot over. TM Stickler spoke to the County and it would need 9" buffer on either side. TM Stickler will speak with A.B. Veirs about re-stripping the parking lot to put in the new spot. This could be paid for with ARPA Funds. The Council agreed that the spot should be moved. TM Stickler will see if the County will come look at the potential spot. .

FINANCIAL REPORT FOR THE MONTHS OF JULY AND AUGUST (copy attached). TM Stickler

The months of July & August were above average months in terms of revenue and expenses.

Revenue:

Cable Franchise: This was the final payment for FY22 - \$119.83 for Comcast and \$701.12 for Verizon.

Property Tax: \$2,302, the Town is at 2% of budget for FY23.

A payment of \$257.88 for FY22 was also received.

ARPA: The Town received \$134,477.74 in its second and final tranche of these funds for a total of \$267,487.77

Admissions and Amusement Tax: The Town received \$68.74 for quarter 4 of FY22.

Chesapeake Bay Trust: \$25,444 first installment for 2022 grant and \$1,246 final installment for 2021 grant.

Income Tax: The Town received \$506.97 and is at less than 1% of budget

Expenses:

Bolt Legal Expense was \$837 for June: 4% Street A, 11% proclamations, 4% MPIA request, 81% lease for Irish Inn.

Expense was \$589 for July: 10% tree liability, 32% PCB class action notice, 10% contract addendum fuel surcharge, 26% fence, 21% retaining wall issue.

OIPA: Expense was \$660 for July: Review of Town pavement needs.

Mannix: AC units \$22,927

Motion to Approve the Financial Report: CM Kishore; 2<sup>nd</sup> CM Stiglitz. Approved 3-0.

OPERATIONS REPORT: Social; Infrastructure; Administrative: TM Stickler

Social:

Summer Picnic and Pie Contest: Changed to August 6. Safari Ice was not available.

Halloween: Scheduled for October 31 from 5-6pm. Will have Ledo pizza deliver.

Holiday Party: Proposed for Saturday morning, December 10. Last year was 11-12:30 and in 2019 it was 10-11:30. The Council agreed on the date and the time from 10-11:30 am. The vendor will be discussed at the October meeting.

Town Wide Yard Sale: Jan Shaut has volunteered to organize the yard sale for October 8 from 9-1. Under discussion is whether to close portions of University Ave between Oxford and Vassar. The Town would need barricades from the park. The Post Office is ok with the closure. The Council agreed with closing portions of University Avenue.

Flu Clinic: September 17 from 10-12 at Town Hall by CVS for ages 3 and up. There will be high dose flu shots for those over 65. The Sign Up Genius has been sent out via Constant Contact.

Adopt a Road: Marc Steele applied in August for the Town to "adopt" MacArthur Blvd between Wilson Ln and Mohican Rd. The Town residents would need to volunteer pick up litter on both sides 6 times a year.

Infrastructure:

Little library: CM Stiglitz reported that the Little Library may need to be rebuilt entirely.

UMD T2 Classes: TM Stickler attended three virtual classes on pavement: (3) Asphalt resurfacing, pavement maintenance, and drainage.

Tree at Bottom of Yale: An NPS tree fell on a resident's car July 12 and was cleaned up by Mulheron Tree Services July 13.

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.

CBT Grant: the Town met with two engineers from Coastal Resources Inc to start the design phase of the rain garden and swale.

Town Hall AC Units: Replaced August 11. The Town is required to put fencing around the units and a ladder to the roof. The Town will need to have this fence be designed by an architect and get a permit from MC DPS.

Crosswalk: MCDOT converted the pedestrian Activated Flasher to a Pedestrian Hybrid Beacon (HAWK) signal August 18, 2022 at the Princeton crosswalk across MacArthur Blvd. Residents please remind your children to activate this signal and watch for traffic at the cross walk.

Water Main Break August 11: There was a water main break near Town that affected water availability and safety. WSSC passed out water at the Park. There was a boil water advisory for about 24 hours.

Street Lights: On August 24, 2022, Maryland State Delegate Al Carr (D-District 18) and municipal officials testified before the Maryland Public Service Commission at an Administrative Meeting. In a 3-2 vote, commissioners rejected Pepco's proposal to revise the terms and conditions that govern 65,000 Pepco-owned streetlights in Montgomery and Prince George's Counties. The decision was in response to Pepco's April 8, 2022 filing to update their street lighting tariff to accommodate customer-owned lights in compliance with state law. The tariff is the MD PSC-approved document that spells out the rates, terms and conditions under which a utility provides service.

The PSC directed Pepco to discuss the outstanding issues with their local government customers and report back in a status conference at the October 12, 2022 administrative meeting. Pepco will meet with the municipalities regarding the process to purchase street lights from them. While this is not a priority for the Town at this time, TM Stickler will monitor the process if in the future the Town would like to purchase / maintain its street lights, perhaps to convert them to LEDs.

Columbia at Yale and Harvard: The Town engineers have designed an option for channeling water from Columbia to Yale's drain. TM Stickler will develop an RFP for that work along with the repaving of the area of Columbia near Harvard.

Administrative:

Notice of Class Action: The notice informs the Town that it has been identified as an eligible party in the class action lawsuit, brought by the City of Baltimore and others against the Monsanto Company, and its affiliates. The lawsuit concerns damages resulting to waterways and water supplies (including the Potomac River) from the manufacturing of polychlorinated biphenyls (PCBs) from the 1930's to 1977.

Class action parties are eligible for a share in the settlement amount based on certain formulas, as determined by counsel, certain experts, and a Special Master. The settlement sums are apportioned through 4 funds (Monitoring Fund, TMDL Fund, Sediment Sites Fund, and Special Needs Fund).

An application is required to receive funds from 2 of the 4 funds (Sediment Sites and Special Needs), and eligibility is limited for the TMDL funds to those jurisdictions implementing total maximum daily load regulations.

It appears the Town, as a Phase II party, will receive \$17,024.47 under the Monitoring Fund. It appears the Town is not eligible for funds under the other 3 categories. The Town need do nothing to participate. The Town can elect to exclude itself, but generally would only do so if the Town wanted to sue directly, and not be part of the class.

The Monitoring Fund payments are "intended to pay for PCB sampling and/or any other mitigation efforts in [the Town's] sole discretion, as part of compliance with applicable law". Perhaps the Town could discuss a potential use with the Park Service, or with the County, or use it for drinking water testing.

Progress of the case is here:

<https://www.pcbclassaction.com/>

The court's final action is expected in December. It appears that payment may take place in January - February. The Council did not discuss this item at the meeting.

Clara Barton House consulting party: The Town is a consulting party on the work being planned for the Clara Barton House by NPS. TM Stickler and Mayor Costello attended the first meeting on September 12. Construction should start October 2023. It will affect residents on Oxford Rd. The Town may need an agreement for Oxford Road repairs after construction on the house. Oxford Road residents should have representatives on the committee. Historically NPS has claimed Oxford Road ownership but does not maintain it and the Town claims ownership and maintains it.

Grant Reviewer: Chesapeake Bay Trust asked TM Stickler to be a grant reviewer for their Outreach and Restoration Grant Program. Reviews were due September 7.

Scanning: Julie Sparacino scanned Echos from 2004 to 2008. They will be uploaded to the Town website. She will continue to scan back issues of Echos that are only available in hard copy.

Echo Advertisers for FY23: TM Stickler has invoiced all the Echo advertisers and some payments have come in.

New Cleaning Service: Marcelli Cleaning Services was hired. They charge a little more (\$150 rather than \$145) but do a more thorough job.



ARPA Webinar: TM Stickler attended the 8/23 webinar on the Single Audit and the most recent FAQ update from Treasury. This webinar provided an overview of the Single Audit, an alternative ARPA CLFRF Compliance Examination Engagement, and compliance requirements for recipients who selected the standard allowance.

Audit: The audit work for FY22 is progressing, and the auditor will attend the October Council Meeting.

Bike Path: CM Stiglitz noted the path between Brookmont to Sycamore needs to be swept off. TM Stickler will contact the County.

Traffic Light at MacArthur and Clara Barton Parkway: CM Stiglitz suggested that the light be timed flashing red on weekends and overnight. TM Stickler will contact Delegate Korman for assistance.

October Meeting: October 10. It will start at 7:30 and be upstairs in Town Hall. CM Spealman may need to zoom in.

Town Manager will be out of Town September 28-October 4

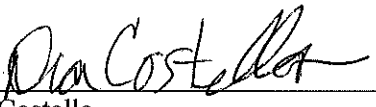
OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

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

ADJOURNMENT:

Motion to adjourn: CM Kishore; 2<sup>nd</sup> CM Stiglitz. All in favor. Meeting Adjourned 9:05 pm

Minutes Prepared by: Beth Stickler, Town Manager

Approved:  Date: 10-20-2022  
Mayor, Dia Costello