

TOWN OF GLEN ECHO
COUNCIL MEETING
January 8, 2018

ATTENDANCE: Willem Polak, Mayor
Dia Castello, Councilmember
Dan Spealman, Councilmember
Matt Stiglitz, Councilmember

Stacey Malmgren
Susan Ladani

VISITORS: Nancy Cohen
Holly Shimizu
Martha Shannon
Raya Bodnarchuk
Angela Hirsch
Emily Parsons

Mayor Polak called the meeting to order at 8:00 p.m.

APPROVAL OF MINUTES

Motion 2018 -1 was made by Councilmember Matt Stiglitz to approve the December 11, 2017 Town Council minutes as written. Councilmember Stiglitz voted in favor and Councilmember Dan Spealman seconded. Motion passed unanimously.

SWEARING-IN OF NEW CLERK TREASURER - SUSAN LADANI

Mayor Polak introduced Mrs. Ladani to the Council members. Mrs. Ladani was officially sworn in as Clerk Treasurer for the Town of Glen Echo.

The Council recognized Stacey Malmgren's work as Clerk Treasurer with words of appreciation and thanks for her work and her services for the Town.

NANCY COHEN RE: NEW HOUSE CONSTRUCTION AT 31 WELLESLEY CIRCLE

Proposed construction will re-orient the house to face Cornell rather than Wellesley. Required set-backs will be maintained (no application for a variance has been submitted). Applications for Building Permits and Compliance were submitted for review and approval. Prior to execution or acceptance of the proposed building plans Montgomery County must issue and approve the required Building Permit. Alex Boyar joined the meeting on speaker phone to answer project questions. Mr. Boyar indicated that the demo permit was approved, and the sediment control permit was approved. The next step is to apply for the building permit (approximate approval is last week of March 2018). Mr. Boyar indicated the total square footage of the house is slightly larger than 5,000 square feet. Mr. Boyar explained that he met with the Montgomery County "Right of Way Inspector" at the site and was told that he needs to apply to Glen Echo for "The Right of Way" permit (which allows for the relocation of the driveway). Tree removal is scheduled to start prior to excavation (approximately

1-1/2 months from now.) Immediate neighbors will be notified prior to the removal of the trees. Future landscape plans will include planting of new trees (preferably native tree species).

The Town Council will review the proposed construction drawings and The Right of Way application with The Town's attorney and contact Mr. Boyar with any further questions or concerns.

GEPPAC ANNUAL GIFT

General discussion between members regarding the Annual Gift. Motion was approved to proceed with budgeted amount of \$2,000.00 for this year's "Donation".

LAPTOP PURCHASE - FOR CLERK TREASURER

Motion to purchase a laptop for Clerk Treasurer Susan Ladani to facilitate her duties as the new Clerk Treasurer was discussed and approved. However, since this is an unanticipated cost further review of the overall budget is required to determine where funds are available for the purchase.

RON BOLT MATTERS - RIGHT OF WAY

It was generally agreed that this issue would be deferred until additional information becomes available for review and discussion.

NATIONAL PARK SERVICE (NPS) MATTERS - AARON LARocca

Mr. LaRocca was unable to attend today's meeting.

The following items were discussed:

- Post and chain barriers on Oxford Road - Original understanding was that removal of post and chain barriers would be complete by September. At this time the chain barriers have been removed however, the posts are still in place. Additional follow up required.
- The roof replacement - No updates available.
- Partnership agreement – Mayor Polak indicated that the agreement between the Park Service, Montgomery County GEEPAC has not been solidified at this time, with the original agreement expiring in June 2018. Further review and discussion required. Additionally, Montgomery Council supporters for this project are up for reelection this spring, which may create different problems for the partnership support from the County.

COMMITTEE UPDATES - DAN SPEALMAN

STREETS AND SIDEWALKS COMMITTEE

Councilmember Spealman reported that streets and sidewalks they are ready and prepared for winter. Update on Pepco street lighting initiative. There are no new developments at this time. Councilmember Spealman discussed the possibility of independently pursuing the issue of street lighting with Mr. Thom Amdur who feels the Town would be able to hire their own contractor to complete this work. It was agreed that Mr. Amdur would be invited to the next Council meeting to discuss available options for street lighting.

LIVABLE TOWN COMMITTEE

Councilmember Spealman indicated that the survey is finalized and will be discussed at the meeting scheduled for tonight (he will send out a link on the list serve) for neighborhood involvement.

January 27th is the date for Kids Movie Night. The movie to be shown is Babe, Councilmember Long will put the date on the calendar.

The form for movie night still needs to be filled out and will be evaluated on a case by case basis to determine if the Town Hall fee will be waived.

Generally agreed that there will be no fee charged to Town sponsored events for use of The Town Hall. All non-Town sponsored events will be subject to a fee for use of Town Hall.

Further discussion and development of an official policy is required on this subject. Topics of the discussion will include (residents fee, non-residents fee, security deposit, elevator, cleaning, hourly rate, flat rate.)

ENVIRONMENTAL COMMITTEE

Resident Holly Shimuzu proposed the resolution for consideration: The Town of Glen Echo to become a Certified Montgomery County Green Community. Ms. Shimuzu will act as the authorized person serving as The Glen Echo registered agent. The authorized person will register on the Sustainable Maryland website. It is recommended that the agent has Green Team training and that we create a required "Green Team". In addition, we are required to select a minimum of two of the following initiatives 1) Community Gardens, 2) Municipal energy audits 3) Municipal carbon footprint 4) Green purchasing policy 5) Create water shed plan and 6) Storm water management plan.

The Green team will establish an action plan which will be registered with Montgomery County and is good for a period of (3) years. There are no required costs associated with becoming certified Montgomery County Green Community. The form authorizing Ms. Shimuzu to start the Green initiative was signed by Mayor Polak.

The Council requested additional information (1. What other towns in our area are participating in the Green Community initiative, 2. Reach out to town residents for neighborhood expertise and level of involvement)

GENERAL DISCUSSION

It was discussed that the Clerk Treasurer will work with the Webmaster to update Website content.

FEBRUARY 10TH - ADVISORY COMMITTEE - Would like to do a roundtable discussion starting at 9:00 AM. Marriott and HKS will provide the facilitators to walk residents through the process of the committee so the residents can provide more informed input to the Council. The Mayor is hoping that 60 People will attend from the Town. The amount in the budget for this event is \$100.00 for coffee and needed supplies. This event will help facilitate neighborhood involvement and community development.

Thanks to Councilmember Stiglitz for helping the Mayor turn the water off to the hose bib on the exterior of the Town Hall that froze and cracked due to the cold weather last week, causing an icy parking lot behind Town Hall.

Air Duct cleaning - Quote from Quality Air Solutions June 2017 \$2,175.00 to clean the ducts this winter, two additional bids were requested by the Council. Clerk was asked to pursue additional bids.

Weathervane - The existing weathervane is damaged and needs to be replaced. Weathervane replacement was deferred until Spring 2018.

Motion 2018 – 3 was made by Councilmember Stiglitz to adjourn the meeting. Councilmember Costello seconded. Motion passed unanimously. Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Susan Ladani, Clerk – Treasurer

Willem Polak, Mayor

Date 02/11/2018P

Glen Echo Town Council Meeting
National Park Service Notes January 8, 2018

Post and Chain Barriers Replacement-

The National Park Service, George Washington Memorial Parkway and Federal Highway Administration have awarded a contract to address a rock slide issue at Spout Run Parkway. This work is very similar to work completed near the Glen Echo Turnaround in 2014. Federal Highway competed this contract to include rock delivery to George Washington Memorial Parkway. The park is committed to placing those rocks along Oxford Road on park property to replace the post and chain barrier.

Clara Barton National Historic Site- Roof Replacement/ Fire Suppression Project-

Contractors are currently working to upgrade to the existing heating system. These upgrades are needed to ensure the newly installed fire suppression system remains effective in freezing conditions. This work is scheduled to be completed in late February at which time this project will be closed out. Work has been slowed due to the recent cold weather.

Glen Echo Park Partnership Agreement-

Progress is being made to establish an agreement with Montgomery County for the continued operation at Glen Echo Park. The National Park Service Regional Office staff are working along side the park to ensure that the agreement is compliant with NPS authorities. The current agreement is in place through June of 2018. The public will see little to no change in the operation at Glen Echo Park once this new agreement is in place.

Aaron LaRocca, Chief of Staff George Washington Memorial Parkway
aaron_larocca@nps.gov w. 703-289-2500 c. 202-438-6619

1/8/18

**Glen Echo Resolution Supporting Participation In the Sustainable Maryland
Municipal Certification Program (1/8/18)**

WHEREAS, a sustainable community meets the needs of the present without compromising the ability of future generations to meet their own needs; and

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, Glen Echo strives to save tax dollars, assure clean land, air and water, improve working and living environments as steps to building a sustainable community that will thrive well into the future; and

WHEREAS, Glen Echo hereby acknowledges that the residents of Glen Echo desire a stable, sustainable future for themselves and future generations; and,

WHEREAS, Glen Echo wishes to support a model of government which benefits our residents now and far into the future by exploring and adopting sustainable, economically sound, local government practices,

WHEREAS, by endorsing a sustainable path, the Town of Glen Echo is pledging to educate itself and community members further about sustainable activities and to develop initiatives supporting sustainable local government practices; and

WHEREAS, as elected representatives of the Town of Glen Echo, we have a significant responsibility to provide leadership that will seek community-based sustainable solutions to strengthen our community.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF GLEN ECHO, MARYLAND THAT in order to focus attention and effort within the Town of Glen Echo on matters of sustainability, the Glen Echo Town Council wishes to pursue local initiatives and actions that will lead to Sustainable Maryland Certified Municipal Certification; and

BE IT FURTHER RESOLVED THAT ~~—?—~~ is authorized to serve as Glen Echo's agent for the Sustainable Maryland Certified Municipal Certification process and is authorized to complete the Municipal Registration on behalf of the Town of Glen Echo.

ATTEST:

Willem Polak, Mayor

send a word
version of this
to town hall
Matt

TOWN COUNCIL MEETING SIGN IN SHEET

DATE: Jan 8, 2018

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1. Nancy Cohen
 2. Holly Shimizu
 3. Martha Shannon
 4. Em Pasmis
 5. Prayabodhachandran
 6. Angela Hirsch
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GlenEcho

Budget vs. Actual

July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate	109,837.67	108,500.00	1,337.67	101.23%
02. Personal Property				
02.1 Corporate	5.44	3,000.00	-2,994.56	0.18%
02.2 Unincorporated	371.60			
02.3 Public Utility	789.60	9,000.00	-8,210.40	8.77%
Total 02. Personal Property	1,166.64	12,000.00	-10,833.36	9.72%
03. State Inc	73,035.94	93,000.00	-19,964.06	78.53%
04. Highway	10,404.08	12,000.00	-1,595.92	86.7%
05. License/Per				
05.2 Build Perm	119.00	500.00	-381.00	23.8%
Total 05. License/Per	119.00	500.00	-381.00	23.8%
06. Rental Inc				
06.1 Post Off.	18,607.75	31,900.00	-13,292.25	58.33%
06.2 T H Rental	2,400.00	4,000.00	-1,600.00	60.0%
06.3 Parking Lot--Tulane	1,500.00	3,600.00	-2,100.00	41.67%
Total 06. Rental Inc	22,507.75	39,500.00	-16,992.25	56.98%
07. Admission & Amusement taxes	11.98	0.00	11.98	100.0%
08. Interest	555.37	300.00	255.37	185.12%
10. County RS	20,762.00	20,000.00	762.00	103.81%
12. Franchise	1,729.36	2,800.00	-1,070.64	61.76%
15. Echo				
15.1 Advertiz	2,415.00	1,500.00	915.00	161.0%
15.2 Subscript	84.00	100.00	-16.00	84.0%
15. Echo - Other	237.00			
Total 15. Echo	2,736.00	1,600.00	1,136.00	171.0%
17. General Inc				
17.1 Walking Tour Book	413.24			
17.3 History of TGE	10.00			
Total 17. General Inc	423.24			
Total Income	243,289.03	290,200.00	-46,910.97	83.84%
Expense				
01. Admin	4,467.65	10,000.00	-5,532.35	44.68%
02.PAYROLL				
02.1 Payroll	16,012.23	29,561.00	-13,548.77	54.17%
02.2 FICA 6.2%	916.44	1,833.00	-916.56	50.0%
02.3COMP SUI	0.00	26.00	-26.00	0.0%
02.4COMP MCARE	214.32	429.00	-214.68	49.96%
Total 02.PAYROLL	17,142.99	31,849.00	-14,706.01	53.83%
02.PERSONNEL - Other				
02.2P/R Taxes	4.98	0.00	4.98	100.0%
Total 02.PERSONNEL - Other	4.98	0.00	4.98	100.0%
03. Professional Services				

GlenEcho

Budget vs. Actual

July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
03.1. Aud & Accou	10,852.80	12,000.00	-1,147.20	90.44%
03.2. Legal	32,101.50	25,000.00	7,101.50	128.41%
03.3. Ins & Bond	2,065.00	3,000.00	-935.00	68.83%
03.4. Oth Prof Svcs	15.00	3,000.00	-2,985.00	0.5%
Total 03. Professional Services	45,034.30	43,000.00	2,034.30	104.73%
05. Fixed Op Ex				
05.1 Electrical	1,147.74	2,000.00	-852.26	57.39%
05.2 Heat.	321.04	1,000.00	-678.96	32.1%
05.3 Telephone	1,556.14	3,000.00	-1,443.86	51.87%
05.4 Water	234.88	600.00	-365.12	39.15%
Total 05. Fixed Op Ex	3,259.80	6,600.00	-3,340.20	49.39%
07. Town Services				
07.1 Recreation	5,917.61	7,000.00	-1,082.39	84.54%
07.2 Refuse/Recy	18,600.00	50,000.00	-31,400.00	37.2%
07.3 Echo	1,707.87	2,500.00	-792.13	68.32%
Total 07. Town Services	26,225.48	59,500.00	-33,274.52	44.08%
08. Streetlights	5,501.01	9,000.00	-3,498.99	61.12%
12 Maint./Pub				
12.1 Landscape	31,257.17	20,000.00	11,257.17	156.29%
12.2 T H Maint	5,853.58	30,000.00	-24,146.42	19.51%
12.3 Snow Plowi	265.00	13,000.00	-12,735.00	2.04%
12.4 St. Sweepi	275.00	16,000.00	-15,725.00	1.72%
12.5 Oth Maint	342.38	3,000.00	-2,657.62	11.41%
Total 12 Maint./Pub	37,993.13	82,000.00	-44,006.87	46.33%
13 Capital Impr				
13.2 St. Paving	17,692.40	16,000.00	1,692.40	110.58%
13.3 Sidewalk	0.00	20,000.00	-20,000.00	0.0%
13.4 T H Improv	20,037.99	10,000.00	10,037.99	200.38%
13.7 ParkingLot--TownHall	0.00	1,000.00	-1,000.00	0.0%
Total 13 Capital Impr	37,730.39	47,000.00	-9,269.61	80.28%
15. Surveys/Pub	0.00	1,000.00	-1,000.00	0.0%
16. Contingency	0.00	10,000.00	-10,000.00	0.0%
17. Community contributions	0.00	2,000.00	-2,000.00	0.0%
Uncategorized Expenses	0.00	50.00	-50.00	0.0%
Total Expense	177,359.73	301,999.00	-124,639.27	58.73%
Net Ordinary Income	65,929.30	-11,799.00	77,728.30	-558.77%
Net Income	65,929.30	-11,799.00	77,728.30	-558.77%

10:34 AM

02/03/18

Accrual Basis

GlenEcho
Expenses by Vendor Summary
January 2018

	Jan 18
Bolt Legal, LLC	5,929.50
Chapel Valley	2,567.00
Dennis Alexander	980.40
Lee's Tree Service, Inc.	3,481.00
Maid Brigade	232.00
PEPCO - (streetlights)	923.63
PEPCO Acct #5501 7199 286	98.34
Print 1 Printing & Copying	180.00
Sun Trust Bankcard, N.A.	41.78
Susan Grigsby	136.72
The Hartford	100.00
Washington Gas	148.74
TOTAL	14,819.11