

**The Town of  
*GLEN ECHO*  
Chartered 1904**

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**September 10, 2018  
Town Council Meeting Minutes**

**1. Call to Order:**

Mayor Polak called the meeting to order at 8:01PM. Present were Councilmembers (CM) Nancy Long, Dia Costello, Dan Spealman and Matt Stiglitz. Also present were the following residents Renny & Edie Springuel, Emily Parsons, Raya Bodnarchuk and Aaron Hirsch.

**2. Approval of July 9, 2018 Council Meeting Minutes**

Nancy Long stated that the minutes were fine but that she had corrections (typo/grammar) that she would give later. CM Dan Spealman abstained since he was not at the July meeting. Motion CM Dia Costello, Second CM Matt Stiglitz. Motion passed by 3-0.

**3. Financial Report**

Town Manager presented the financial report from July 1 – August 31, 2018. Nancy Long requested that for future meetings we have a separate line item in the agenda to reflect revenue/expenses, along with rental information on Town Hall. Town Manager is also going to work with the Irish Inn to get the rental fee on parking monthly vs currently they make payments whenever they choose for several months at a time. Last rent was paid through May 2018.

No objection was made to the report.

**4. Archival/Retention Project**

Jean Sperling presented Notes on Garrett Park Archives visit made by Jean and Martha Shannon. As part of the notes it was requested that the Council approve to go ahead and contract with Sarah Hedlund, Archivist to start the archival/retention project. This will be the 1<sup>st</sup> phase. The Council has agreed to make a motion to approve working with Sarah Hedlund at a total cost of \$2,500 plus material costs for the 1<sup>st</sup> phase per the FY 19 budget allocation. Once the project is under way, any additional funds needed will need to be approved by Council. Motion to approve \$2,500 contract with Sarah Hedlund was made by CM Dia Costello, second CM Matt Stiglitz. Motion passed 4-0.

**5. Resolution 18-08 – SunTrust Deposit Account Authorization**

Resolution to approve adding Town Manager Nicole Ventura as signer on Town checking account. Motion CM Matt Stiglitz Second CM Dan Spealman. Motion passed 4-0

## **6. Resolution 18-09 – SunTrust Deposit Account Authorization**

Resolution to approve Town Manager Nicole Ventura as signer on Town money market account. Motion CM Matt Stiglitz Second CM Dan Spealman. Motion passed 4-0

## **7. Council was updated on permits approved by Mayor**

- a. 7311 University Avenue – installation of fence
- b. Vassar Circle – Removal of 2 poles and installation of 1 pole – the builder and residents were not notified of the pole move by Pepco. Town and builder are working with the resident to have the permit changed to move poles on the new lot that will be under construction vs 17 Vassar. Builder, Aaron Hirsch is scheduling a site visit with Pepco to discuss the new pole location. He will contact the residents of the meeting so that they can attend. Renny Springuel was told by Pepco that the permit has been put on hold. Town will follow up to make sure no work is done until this issue has been addressed to builder and resident's satisfaction.

Recommendation was made that all future permits from any utility company – that all the residents affected by the work would be notified, as is required on a building permit.

## **8. Update on outstanding building permit**

- a. 7315 University Avenue – Town will monitor the project to make sure the Stop Work is being followed. The Town will also want to make sure that when a hearing is scheduled for the Variance that a representative from the Town will be in attendance to make sure that what is being presented by the builder/owner to the County is correct.
- b. 6110 Oberlin Avenue – Building permit was issued for interior work and resident will come to Town for a permit to install a sign. It was requested that we ask the resident that the “parking sign” posted in front on the house be removed – Town does not allow reserved spaces.

## **9. New/Old Business**

- a. Motion to change October Council Meeting from Monday Oct. 8<sup>th</sup> to Tuesday, October 9<sup>th</sup> – due to Columbus Day Holiday. Motion CM Dia Costello Second CM Dan Spealman. Motion passed 4-0.
- b. Leaf Collection –  
Will be on Wednesdays, 10/31, 11/21 and 12/12 (3 pick-ups) with Lee's Tree Service at a cost of \$1,125 per pick up. Town will be asking to be put on a Monday schedule for future.
- c. Traffic Report Prepared by Joseph Cutro, PE for University Ave.

At the current time, per the report, no stop signs or bumps/humps are warranted as was recommended by Town Traffic Committee. The Town Traffic Committee will keep an eye on the traffic and since this report was done in the summer they may request council to approve another study to be done later, possibly when school is in session

- d. Audit Fraud Report reminder was given to all councilmembers
- e. Update on weathervane at Town Hall

We are working on getting it done with the contractor. Installation is being done at no cost to the Town except for any parts needed to complete the installation.

f. NPS update

Attached is the update report prepared by Josh Nadas. Council has requested that we get Josh to our next Council Meeting since he will be the person that we will be working with at National Park Service.

g. Revised budget report was distributed to reflect correct total revenue from \$336,774.70 to \$338,574.70 (\$2,800 for permits etc. was not included in the total). Updated report will be also filed with May 23<sup>rd</sup> budget minutes.

h. MML Chapter meetings

Schedule was distributed to all councilmembers. Mayor Polak encouraged all councilmembers to attend and become active members. Many legislative issues will be coming up – Small Cell Towers, Fall Conference etc.

i. Community Yard Sale

Raya Bodnarchuk notified Council that the Community Yard Sale was going to take place on Saturday October 20<sup>th</sup> from 9-1. Council has approved that the Town contribution to the event would be to make copies of the flyers that will be distributed to the residents. All other logistics/cost would be undertaken by the committee.  
No objection was made.

j. Down County Municipal Redbook FY 2019

Jean Sperling informed Council that Town of Glen Echo was now part of the group. They usually have quarterly luncheons, and this will be a good way for Town of Glen Echo to be able to share in the wealth of information from the other jurisdictions in proximity to us.

## **10. Adjournment**

Motion CM Dan Spealman Second CM Matt Stiglitz. Meeting adjourned 9:55

Minutes Prepared by: Nicole Ventura, Town Manager

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Willem Polak

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Date