

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

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**November 12, 2018  
Town Council Meeting Minutes**

**7:30 PM: PRESENTATION BY PEPCO MANAGER FOR GOVERNMENT AFFAIRS.**

Mr. Tony Ruffin, Government Affairs Manager of EmPOWER Maryland Program for Small Business expressed his appreciation to TOGE for welcoming him to the November TOGE Council meeting. Ms. Fran Phillips, the program contractor for Pepco and Delmarva Power accompanied Mr. Ruffin.

Ruffin and Phillips described the EmPOWER Maryland Program and the energy saving benefit opportunities it offers for municipalities as well as residential customers. The presentation offered by Ruffin and Phillips described how the Town of Glen Echo can save money on the electric bill for both Town Hall as well as street lights under this program. Some jurisdictions have seen as much as 70% savings in their town-wide electric bills by converting to LEDs and upgrading municipal facilities with Energy Efficient Appliances and equipment. Generous cash incentives are offered in many cases where old inefficient appliances are replaced

The program available for residential customers includes an energy audit of private homes that allows for the installation of low cost and no-cost saving measures values up to \$250 worth of energy efficient measures. Details on the municipal opportunities for efficiency as well as residential savings are available in the Town Office.

**8:10 CALL TO ORDER: MAYOR POLAK.**

**Present:** Councilmembers (CM) Nancy Long, Dia Costello and Matt Stiglitz. Town Manager (TM) Nicole Ventura. **Absent:** Councilmember Dan Spealman. **Residents Present:** Renny and Edie Springuel (Vassar Circle), Raya Bodnarchuk (Harvard Ave) and Aaron Hirsch (Harvard Ave.), Bill Vincent (ECHO) and consultant Jean Sperling.

**8:12 CONSENT AGENDA: VENTURA**

- **Approval of September 20, 2018 Work Session Minutes:** Approved after edits were made – Motion: CM Costello, 2<sup>nd</sup> CM Stiglitz. Approved 2-0. CM Stiglitz abstained due to his absence at the meeting.
- **Approval of October 2, 2018 Work Session Minutes:** Approved after edits were made - Motion: CM Costello, 2<sup>nd</sup> CM Stiglitz. Approved 2-0. CM Stiglitz abstained due to his absence at the meeting.
- **Approval of October 9, 2018 Council Meeting Minutes:** Approved after edits were made - Motion: CM Costello, 2<sup>nd</sup> CM Stiglitz – Approved 3-0

- **Approval of October 16, 2018 Closed Session Minutes:** Approved of the Closed Session Minutes were approved. Motion CM Stiglitz, 2<sup>nd</sup> CM Costello – Approved 3-0.

## **8:20 FINANCIAL REPORT FOR THE MONTH OF OCTOBER: VENTURA**

- The financial report for the month of October was presented by TM Ventura. There were no objections to financial report presented. Motion to approve: CM Stiglitz, 2<sup>nd</sup> CM Costello – Approved 3-0.

## **8: 25 UPDATE ON ARCHIVAL/RETENTION PROJECT:**

- An Archival Progress Report prepared by Sarah Hedlund, the TOGE archivist, was presented for the record. Mayor Polak remarked on the Town's gratitude for a generous donation of 200 archival storage boxes to Glen Echo from Progressive Technology Federal Systems (PTFS) that was secured by Ms. Hedlund. The generosity of PTFS to Glen Echo was shared with the Town of Garrett Park who has assisted TOGE in the development of the archive project. Garrett Park has promised to return the favor with the donation of several legal-size archival boxes to our efforts.

## **8:35 PERMIT UPDATES REPORT**

### **BUILDING PERMITS**

- **6110 Oberlin Avenue** – Permit to install sign on front railing porch. Approved by Mayor.
- **7315 University Avenue: Update on Variance Hearing:**  
**Petition: A-6590 Petition of Maryam Hashemian and Jafar Javan, Trustees Variance:** The existing structure, an addition with a new kitchen, requires a variance of ten (10) feet as it is within ten (10) feet of the rear lot line. **7315 University Avenue, Glen Echo**

Mayor Polak reported that on November 7, 2018 the Montgomery County Board of Appeals heard the variance application requested by the owners of 7315 University Avenue for a rear addition that exceeded the setback restrictions and denied them the variance. The Town employed a land-use attorney David Brown to help address the issues that had arisen in this case. Residents and Council members in favor of denying this variance request were noted for their role in making their voices heard at the hearing. A copy of the opinion of the board will be attached to the minutes once it is received.

### **TREE REMOVAL/PRUNING PERMITS**

- **Review of Arborist Tree Report: Trees to be removed/pruned.**  
Several trees need care—both removal and pruning—in the town right of way. The trees included are the removal and pruning of Town Trees by Town Hall--3 trees removed, and 1 tree pruned; the removal of 3 trees on Radcliffe. The report was prepared by James W. Witmer, P, ISA Certified Arborist. The Town will consult with the Montgomery County Arborist to assure that the responsibility for this tree care is correctly assigned to either the County or the Town before the work is contracted. We will go out to bid for the tree work once we know which ones we are responsible for.

## **8: 45 CONSULTANT TO PROVIDE BUILDING INSPECTOR/ARBORIST SERVICES**

- Mayor Polak asked the Council to consider hiring a professional engineer to review construction plans, building permits, street/sidewalk alternations as well as the many other infrastructure permitting needs that are occurring in the Town. He cited the recent experience with the building and zoning

complications at 7315 University as an example where a professional engineer could assist the town and potentially avoid the greater expenses the town incurred to resolve the issues. Polak also identified the need to have a professional arborist assist with tree care and tree safety programs. Town care of trees ---removal, pruning and the like—would be performed on as-needed basis. After discussion about the proposal a motion was made to table the discussion until next month.

## 8:55 IMPROVEMENTS TO TOWN HALL.

- **Need for new blinds for second floor of town hall and blinds for all three bathrooms.**

Manager Ventura explained that the Town Hall window treatments had long since passed their useful life, especially evident by recent failures resulting from efforts to raise and lower window blinds. She solicited a bid from *Next Day Blinds* for updates to these window treatments and recommended that the Town Council approve the purchase of new \$2,800 worth of shades.

Council approved placement of the order for new windows treatments with Next Day Blind at a cost not to exceed \$2,800. Motion to approve— CM Stiglitz; 2<sup>nd</sup> – CM Costello – Approved: 3-0.

## 9:10 NEW/OLD BUSINESS:

- **Update from National Park Service:** Chief of Staff, GW Parkway, Josh Nadas was not able to attend the meeting – he submitted an update report to Council. Copy of his updated report is attached.
- **Annual Holiday Brunch** will be December 8<sup>th</sup> – 10 – 11:30 am at Town Hall.
- **Website Update:** The Town website is now being updated by the Town Manager rather than by a outside provider. Improvements include changes to “The Welcome Page” on the website to include important news items in addition to upcoming events for the Town. The Town Hall rental page now has a link to the rental calendar so that residents can see if the date they are interested in renting town hall is available.
- **Update to Town Hall Rental Policy** – Town Hall Rental Policy Chair Costello will be sending an email notice to all residents with updated proposed changes recommended by the Town Hall Rental Committee. This will include changes proposed in fees and costs for the use of Town Hall. Final change recommendations will be presented to the Council at the meeting in December. Residents will be asked to submit comments by the end of November. The proposed changes will also be posted on the Welcome Page of the Website.
- **Update and Approval of Snow Removal Contract with Rolling Acres:** Mayor Polak noted for the record that three bids had been received for snow removal services and discussed with the Council via email. The Mayor felt that a contractor needed to be in place as soon as possible given predictions of early winter weather, thus the bid from Rolling Acres was agreed to and has been accepted. A new pre-storm brining treatment offered by Rolling Acres was particularly appealing and not offered by any other providers. They have an excellent reputation serving other municipalities. They also can provide brining services to individual homeowners that will assist in private residential snow removal and control. A question was raised about the pre-treatment – if it was pure sodium or mixture of sodium and magnesium. It was agreed that this question would be explored with professional resources.

- **No-Solicitation Policy for Town:** The topic of how to reduce undesired solicitations was opened for discussion. One of the main questions was the effectiveness of the Town's current policy of maintaining a list of residents that "Do Not Want to be Solicited." It was noted that this policy is particularly difficult for the Town to enforce. Most Solicitors do not come by the office to find out what the Towns' rules are on solicitation, or they come to Town when the office is closed (evenings or weekends).
- **Transfer of Elegant Recycling and Refuse Services Inc. to Goode Companies, Inc.** The Town was notified that the refuse collection firm that TOGE contracts with, *Elegant Recycling and Refuse Services, Inc.*, was going out of business and that the existing contracts were transferred to Goode Companies, Inc. effective November. *Elegant* was in the process of sending out notices to all their customers. The new company would continue servicing the Town of Glen Echo in the same manner and at same price as Elegant. Additional details on the matter will be sought by the Manager.
- **Police Department Meeting.** Town Councilmember CM Stiglitz informed the Council that he will be attending a meeting with the Police Department on Thurs, November 15<sup>th</sup>.
- **Auditor Bids Needed for Next Fiscal Year.** CM Stiglitz reminded the Council that with the completion of the FY 18 Audit a plan was needed to ensure that the town was prepared to go out to bid for the FY 2019 audit.
- **Road sealing.** A resident recommended that TOGE consider that road cracks be sealed in December. The Mayor and Manager agreed to pursue this recommendation with professionals in the field.
- **Animal Control Ordinance.** Costello reminded the Council that the update of Article 2 Animal Control ordinance had not yet been resolved. The Mayor stated that he would consider addressing this ordinance soon.

#### **ADJOURNMENT:**

Motion to adjourn: CM Stiglitz; 2<sup>nd</sup> CM Costello; All in favor. Meeting Adjourned 9:48 pm

Minutes Prepared by: Nicole Ventura, Town Manager

Approved by: Willem Polak  
Mayor, Willem Polak

Date: 12-10-2018