

**The Town of
GLEN ECHO
Chartered 1904**

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**April 8, 2019
Town Council Meeting Minutes**

1. CALL TO ORDER: MAYOR WILLEM POLAK. 8:02 PM

Mayor Willem Polak announced that the meeting is being recorded.

Present: Mayor: Willem Polak, **Councilmembers:** (CM) Dia Costello, Nancy Long, and Matt Stiglitz

Absent: (CM) Dan Speelman, **Town Manager:** (TM) Nicole Ventura, **Town Attorney:** Ron Bolt

Town Engineering Consultant: Joe Toomey

Residents: Renny & Edie Springuel (Vassar Circle), Aaron Hirsch (University Ave.), Raya Bodnarchuk (Harvard Ave), and Emily Parsons (ECHO).

2. VASSAR CIRCLE SUBDIVISION CONSTRUCTION ACTIONS:

A. RIGHT-OF-WAY PERMIT REQUEST: Widen the street, install 6 ADA curb ramps and new curbs.

- Applicant and builder Aaron Hirsh has submitted a Right-Of-Way permit request to widen the Vassar Circle roadway and install six (6) ADA compliant curb ramps and curbs. After significant discussion, conditions of the permit were agreed upon and are attached to these minutes. In particular, the first house will not receive a certificate of occupancy until the Vassar Circle roadway widening is completed with the exception of the top coat. Houses two through four will not get building permits until the roadway is completed with the exception of the top coat. (However, there was discussion among the council that if Mr. Hirsch were to receive an offer/contract for a second house before a substantial opportunity to complete the road has occurred, it may consider revising this provision.) Gas permits are required from the Town for each hook up to the houses. The Town will require insurance of \$2 million each occurrence and \$3 million in the aggregate. The Town must be named as an additional insured party.

B. PERFORMANCE BOND:

- In order to protect the Town of Glen Echo in the matter of Vassar Circle development and in order for the roadwork to begin, a \$100,000 bond is needed from applicant, Aaron Hirsch, for the initiation of this project. The Council discussed the additional costs associated with securing the insurance bond to the applicant and expressed a concern that some form of financial remediation should be offered by the town.

Motion to Reduce Burden of Performance Bond: CM Stiglitz made a motion to waive the \$2,500 building permit fee on the 2nd house in this construction project to lessen the cost burden to the builder to obtain a \$100,000 performance bond. 2nd CM Costello. Approved 3-0.

C. 4 VASSAR CIRCLE BUILDING PERMIT APPLICATION:

- Applicant Aaron Hirsch requested approval to construct a new home and driveway at 4 Vassar Circle. Conditions of the permit are attached to these minutes. The County Permit for 4 Vassar Circle (#854805) has been approved and the Town has received formal notice from DPS (4/2/19).

Motion to Approve Permit Request: A motion to approve the permit application for construction of a home at 4 Vassar Circle was made by CM Costello; 2nd CM Stiglitz. Approved 3-0.

3. ACTION ON MARCH 11, 2019 COUNCIL MEETING MINUTES:

- A motion to approve the Minutes of the March 11, 2019 Council Meeting was made by CM Costello, 2nd CM Stiglitz. Approved 3-0.

4. MANAGER'S REPORT:

- **Audit Services Bids:** TOGE sent Requests for Proposals to four accounting firms for bids on auditing the FY2019 financials of the Town. The RFP called for a three year estimate. By the deadline of March 29, 2019 three bids were received. The bids received could save the Town \$4,000-5,000 per year over prior year's costs.
- **Floor Refinishing Services:** Three bids were received for the wood floor refinishing, and the cleaning/waxing of the vinyl floors at town hall.
- **Publication of the FY 2020 proposed budget:** The proposed FY 2020 Budget for the Town of Glen Echo will be published in the *Echo* and per the request of the Council, a flyer will be delivered to all the households in Town.
- **Departure of Town Manager.** The Town Manager's (Nicole Ventura) last day last day will be April 19, 2019.

5. FINANCIAL REPORT FOR THE MONTH OF MARCH

- TM Ventura presented the financial report for the month of March. There were no objections to the financial report as presented. Financial report is attached to the minutes.

Motion to Approve the March Financial Report: CM Costello; 2nd CM Stiglitz. Approved 3-0

6. INTRODUCTION OF TOWN RESOLUTION 19-02 – TO APPROVE LEVING A TAX ON CERTAIN REAL AND PERSONAL PROPERTY FOR FY2020

- The proposed tax rates for fiscal year 2019-2020 (FY2020) are as follows: municipal real estate property tax rate is proposed at: \$0.15 per hundred of assessed value; personal property tax rate at \$0.80 per \$100 of assessed valuation and public utility property tax rate of \$1.50 per hundred .
- These rates are unchanged from FY 2019
- Tax Resolution 19-02 will be further discussed and action will be taken at the May council meeting.

Motion to Introduce of Town Tax Resolution 19-02: CM Stiglitz, 2nd Costello Approved 3-0

7. INTRODUCTION OF TOWN ORDINANCE 19-03 – TO ADOPT A BUDGET FOR FISCAL YEAR JULY 1, 2019 – JUNE 30, 2020 (FY20)

- After considerable discussion of the FY 2020 proposed Mayor's Budget, the Council requested that the summary budget be published in the ECHO and provided to all the residents via flyer. Mayor Polak stated that he would prepare an explanatory letter to be sent with the budget. The complete detailed budget will be posted on the website and available to residents at Town Hall.
- Final action on the proposed ordinance will be made at the May council meeting.

Motion to introduce Ordinance 19-03: CM Stiglitz, 2nd by CM Costello. Approved 3-0

8. PERMIT UPDATES AND NOTICES REPORT:

- **PERMITS : 30 Wellesley (2)**

-**Change in Water Service:** WSSC permit was issued to renew a galvanized water service at this address

-**Tree Removal Request:** WSSC provided the Town notice that a Japanese maple tree needed to be removed to complete the above work. They will replace the tree once they have completed the pipe work.

9. CONTRACT FOR AUDIT SERVICES FOR FY19, F20 AND FY21

- The response to the RFP for audit service of TOGE Financials for FY19, 20 & 21 was due March 29 2019. Three bids were receive from LSWG, Lindsay and Associates and Helen Nelson.
- After discussion of the bid replies the Council agreed that the proposal from LSWG was the strongest, the most highly recommended and financially the best value. Their bid that came in at \$7,000 for the FY19 audit, \$7,250 for the FY20 audit and \$7,500 for the FY21 audit.

Motion to approve contracting with LSWG for auditing services: CM Stiglitz; 2nd CM Costello. Approved 3-0

10. CONTRACT FOR REFINISHING WOOD FLOORS AND CLEANING LINOLEUM/VINYL FLOORS AT TOWN HALL

- Three bids were received by TOGE to refinish the wood floors and clean/wax the linoleum/vinyl floors at townhall. The bids included moving furniture's, one coat of stain (honey), and 3 coats of oil-based urethane satin finish for the room and the vinyl floors would be stripped, cleaned and one coat of wax applied.
- All three companies recommended that the floors get buffed and one coat of finish done every 2-3 years.
 - The Council approved the bid from Exquisite Floor Enterprise for \$6,075

Motion to Approve Bid from Exquisite Floor Enterprise: CM Stiglitz; 2nd CM Costello Approved 3-0

11. DONATION TO GEPPAC

CM Matt Stiglitz described the importance of the relationship between the Town of Glen Echo and the GEPPAC and suggested that the contribution to the organization remain \$2,000 for FY 2020.

Motion to approve an increase is the annual donation to GEPPAC to \$2,000: CM Costello, 2nd CM Stiglitz Approved 3-0

12. CLEAN UP AND DRAINAGE WORK ON TROLLEY RIGHT-OF-WAY SECTION BETWEEN CORNELL AVENUE AND BRYN MAWR AVENUE.

- As a result of damage to the trolley Right of Way a request for repair was solicited from Hughes Landscaping who currently cares for this ROW. Hughes proposes to remove trees that have fallen and are currently blocking the pathway; leaves in the area will be removed, a commercial snake will be used to unclog the drain under Cornell Avenue. A small stone platform will be installed in front of the inlet pipe to improve the drainage as well as hold back sediment. A channel will be created to prevent a reoccurrence of the backup. This will ease the flow of water to the pipe that will be unclogged.
- Council discussed and agreed to the action proposed by Hughes Landscaping to repair the problem with drainage on the Trolley ROW in the amount of \$2,940.

Motion to approve: CM Costello, 2nd CM Stiglitz Approved 3-0

13. RESOLUTION 19-03 – SUN TRUST DEPOSIT ACCOUNT AUTHORIZATION – MONEY MARKET ACCOUNT

Resolution to approve adding CM Costello as signer on Town money market account.

Motion to Approve Resolution 19-03: CM Stiglitz, 2nd CM Long Approved 3-0

14. RESOLUTION 19-04 – SUN TRUST DEPOSIT ACCOUNT AUTHORIZATION – CHECKING ACCOUNT

Resolution to approve adding CM Costello as signer on Town checking account.

Motion to Approve Resolution 19-04: CM Stiglitz, 2nd CM Long Approved 3-0

15. OTHER BUSINESS

- **Police Advisory Board** – CM Stiglitz advised the council that the Advisory Board had met this past month with the police and reported that the crime rate was down with the exception of sexual assault. They attributed the sexual assault rate increase to awareness and victims feeling more comfortable reporting the incident.

-Automobile break-in continues to be a problem, particularly an increase in day-time break-ins of construction vehicles left unlocked while they were working on homes.

- **Crosswalk Signal at MacArthur and Princeton Ave** – The design has been approved by the County and is awaiting approval from U.S. Army Corps of Engineers. Once they get the approval, they will be installing the flashing light signal, no time frame was given on when the approval would be given.

- **Thank you to Council Member Nancy Long.** CM Stiglitz acknowledged and thanked Council Member Nancy Long for her many years of service to TOGE, since this was her last council meeting, she would be attending as a councilmember. Council Member Long thanked everyone for all their hard work and stated that she intends to stay active as a resident. She would like to encourage residents of Town to also get involved in the town government.

16. ADJOURNMENT:

Motion to adjourn: CM Stiglitz, 2nd All in favor. Meeting Adjourned 10:45 pm

Minutes Prepared by: Nicole Ventura, Town Manager

Approved by: Willem Polak
Mayor, Willem Polak

Date: 6/1/18