

**The Town of
GLEN ECHO
Chartered 1904**

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June 10, 2019
Town Council Meeting Minutes

CALL TO ORDER: MAYOR WILLEM POLAK. 8:00 PM

Mayor Willem Polak announced that the meeting is being recorded.

Present: Mayor: Willem Polak. **Councilmembers:** (CM) Dia Costello, Matt Stiglitz, and Julia Wilson

Absent on Travel: CM Dan Spealman

Town Clerk: (TC) Beth Boa

Residents: Raya Bodnarchuk (Harvard Ave), Nancy Long (Wellesley Circle), Emily Parsons (ECHO), Edie Springuel (Vassar Circle).

ACTION ON APRIL 8, 2019 COUNCIL MEETING MINUTES:

- Minutes were approved with minor corrections.
Motion to Approve: CM Stiglitz, 2nd CM Costello. Approved 3-0.

ACTION ON MAY 13, 2019 COUNCIL MEETING MINUTES:

- Minutes were approved with minor corrections.
Motion to Approve: CM Stiglitz, 2nd CM Wilson. Approved 3-0.

FINANCIAL REPORT FOR THE MONTH OF MAY:

TC Boa presented the financial report for the month of May. The highlights included:

- The month of May was a busy month as far as revenues and expenses. The Town collected \$21,409.57 in local income tax revenue for the first quarter (May).
- TC Boa transferred \$10,000 from the Money Market to the business checking account prior to that deposit as the balance was low.
- In May one large expense was legal fees - \$6,467 due to correspondence/activity regarding the Vassar Circle project. A copy of the invoice is attached to the minutes.
- Town landscaping and Town Hall upkeep lead the tasks in the town this past month. A large bill is expected from Hughes for mowing the ROW more frequently, street cleaning, and installation of a new drain pipe at Town Hall. The Town also paid the balance of the floor refinishing (\$4,477.50 for a total of \$6,075). The Town will have some expenses for upcoming tree work. Three bids to paint the interior of Town Hall are being sought.
- CM Stiglitz noted the Town is 43% over budget for records retention/archiving.
- There was a \$2,300 credit to Landscaping at the beginning of the fiscal year that needs to be researched by TC Boa.

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

OPS REPORT:

- **Painting interior of Town Hall:** TC Boa contacted several painters to provide bids on painting the interior of Town Hall and removing the window covers (cornices) above the new blinds.

- **Drain by Town Hall:** Hughes Landscaping installed a drain pipe across the walkway and driveway by the Post Office to relieve pooling outside the Town Hall.
- **Elevator Inspection:** The elevator cannot be used until after the inspection on June 24 at 10am. This will be a Final Acceptance Inspection as well as a Load Safety Test.
- **Tree Work:** The Town is getting bids on tree work in the right of way outside of Town Hall as well as on a tree on Princeton at the park. Some branches are dead and some have a fungus.
- **Floor Refinishing:** Exquisite Floor Enterprise cleaned and stained the Town Hall wooden floors and refinished the vinyl floors. The balance of \$4,477.50 was paid for a total of \$6,075.
- **Records' Retention:** TC Boa is working to set up a meeting with Sarah Hedlund, Julie Sparacino and Martha Shannon for the next steps in developing a records retention policy. Julie and I will work on the policy- it will provide guidance on how to treat electronic and physical documents in Town Hall. Meeting is set for June 30 at 1pm. Nancy Long (Wellesley Circle) would like to keep any old records the Town is discarding.
- **Electricity Outage May 31:** The Town experienced an electricity outage on the afternoon of May 31 due to a tree fire. Pepco was in the area and took care of the issue.
- **Summer Picnic:** July 21 5-7pm. The Town is looking for volunteers to help with setup/cleanup as well as designing signs. The Town will be able to certify SSL Hours for MCPS students who can help.
- **LSWG Meeting:** TC Boa met with LSWG and Mayor Polak May 17 regarding the audit of the FY2019 financials of the Town. We are working to provide the requested documents and have set up a meeting for August 1st & 2nd to follow up on collecting hard copies of documents they need.

ACTION ON ORDINANCE NO. 19-04, TO READOPT ORDINANCE NO. 13-01, AND TO AMEND THE CODE TO ALLOW THE STREET WORK PERMIT FEE TO BE ESTABLISHED BY RESOLUTION

Approval of Ordinance No. 19-04. This ordinance is intended to correct the inadvertent omission from the 2015 ordinance revision project of the adoption of a fee for installation of a residential gas line. This omission recently came to the attention of the Town when applications were received for new gas services. The original intent of levying a fee was to have residents who opted to have gas lines installed bear some of the cost burden the Town had incurred to bring gas into town. Currently five houses would like gas installed. The fee is \$300 per residence. This is a one-time fee. Ordinance no. 19-04 will add the "gas" provisions back into the Town Code. This ordinance was introduced at the May 13th Council Meeting. The Ordinance will be effective June 30, 2019.

Motion to approve Ordinance 19-04: CM Costello, 2nd CM Stiglitz. Approved 3-0

ACTION ON RESOLUTION NO. 19-05, TO AMEND THE PERMIT FEE SCHEDULE TO ADD A FEE OF \$300 FOR GAS LINE CONNECTION

Attorney Ron Bolt explained at the May 13th Council Meeting that because permit fees are set by resolution, the fee schedule must be amended to reflect the changes needed for Ordinance 19-05. This will also allow the Town to vote on fee changes as needed in the future. This resolution was introduced at the May 13th Council meeting. It is effective June 10, 2019.

Motion to approve Resolution 19-05: CM Stiglitz, 2nd Wilson. Approved 3-0

PERMIT UPDATES AND NOTICES REPORT

Vassar Circle: Town Engineer Joe Toomey provided a written report and photographs of the site at Vassar Circle. The report is attached to the minutes.

Mayor Polak reported that the silt fence surrounding the site has been hit by trucks in the area. Joe Toomey has brought this to Aaron Hirsch's attention. CM Stiglitz visited the site and stated that the integrity of the fence remains and the pipes need to be reset. Neighbors that need to move a large RV or boat may need to discuss this with Aaron as the silt fence may be in the way. Aaron Hirsch received a permit from the Town to work with WSSC to install sewer and water pipes across Vassar Circle to the new houses. Aaron does not yet have the required insurance with his contractor to work in the ROW; Attorney Ron Bolt has followed up regarding this.

LIVABLE COMMUNITY COMMITTEE

CM Wilson requested approval for the June 20th kids' movie night from 5-8pm. The movie will be "Song of the Sea" which is rated G. It is appropriate for ages approximately 6-12. Attendees that want pizza should bring \$5. Announcements will go out on Constant Contact and on the Town listserv.

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

OTHER BUSINESS

Truck Route: The Town continues to have a problem with trucks over the weight limit using roads other than the truck route. CM Stiglitz is in touch with the new Commander of the 2nd District, Captain Sean Gagen. He will set up a meeting on this issue to include Mayor Polak. The Council discussed the truck route signs that have been posted. They are 9X11 inches and the Council feels they are too small. TC Boa will make signs that are 11X18 inches using the same color scheme: In to Town orange and out of Town yellow. CM Stiglitz suggested the truck route become a permit condition. TC Boa sent a Glen Echo "RedBook" with permit conditions and truck routes to three utilities.

Robbery at Pharmacy: Glen Echo Pharmacy was robbed last month by masked intruders looking for drugs. There have been no arrests.

C&O Association Board: The board approved a motion to create the Nancy C. Long Aqueduct Preservation Fund, which can be used to fund the maintenance, repair, and restoration of the aqueduct of the C&O Canal. The Fund will be open to donations from all.

Dog Owner Issue – The issue of dog waste not being scooped throughout the Town was discussed. TC Boa reached out to Bannockburn regarding sharing an email with its residents on the topic and to Goode Companies about the cost to pick up dog waste if the Town installed stations. CM Wilson reported that some HOAs use the "Gladiator System." The initial cost per year per station is \$900 which includes installation and waste pick up. This system is not available for municipalities. CM Costello will count telephone poles for posting signs and the Town will purchase signs to mount on the poles as well as offering them for free to Town residents by request. Signs will request that people clean up after their dogs.

Summer Council Meeting Dates: The next two Council Meetings are July 8 (with training by Attorney Ron Bolt at 7pm on Municipal Law) and August 12. TC Boa will survey Council Members by email regarding their attendance on these dates to ensure there is a quorum.

Wednesday Night Dancer Parking As a result from complaints from Town residents Mayor Polak and TC Boa have sent a reminder to the organizers of the Wednesday Night Dancer group with a map of preferred parking. The dancers updated their website. The Town Hall rental contract will be amended to

include parking requirements. Preferred parking is: Behind Town Hall; Harvard Ave in front of Town Hall; Glen Echo Park; Across MacArthur Blvd in Bannockburn (Annan Dr.)

Columbia Avenue: John Hughes is providing an estimate for installing a layer of stone in the area along the fence. This area is overgrown with weeds and poison ivy.

Welcome Booklet and Magnet with Waste Pick up Schedule: Emily Parsons and Mary Parsons prepared a Welcome to Glen Echo Booklet they will email to Town Hall. Mary Parsons is designing a magnet with the waste schedule and contact information for Goode Companies (waste contractor).

Town Wide Yard Sale: Raya Bodnarchuk (Harvard Ave) asked if a Town Committee could take the lead on organizing a Town wide yard sale in October. CM Spealman created the committees so TC Boa will reach out to him about a committee taking the lead. Raya has organized it in the past.

ADJOURNMENT:

Motion to adjourn: CM Stiglitz, 2nd Costello. All in favor. Meeting Adjourned 9:15 pm

Minutes Prepared by: Beth Boa, Town Clerk-Treasurer

Approved by: Willem Polak
Mayor, Willem Polak

Date: July 15, 2019