

**The Town of
GLEN ECHO
Chartered 1904**

Town Hall • 6106 Harvard Avenue • Glen Echo • Maryland 20812 • (301) 320-4041
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Town Council Meeting Minutes
September 9, 2019

CALL TO ORDER: MAYOR WILLEM POLAK. 7:00 PM

Mayor Willem Polak announced that the meeting is being recorded.

Present: Mayor: Willem Polak. Councilmembers: (CM) Dia Costello, Dan Spealman, Matt Stiglitz, and Julia Wilson. Town Clerk: (TC) Beth Boa. Town Attorney: Ron Bolt

Guest: Julie Sparacino, Records Retention Expert and Contractor

Residents: Raya Bodnarchuk (Harvard Ave), Pete Epanchin (Wellesley Circle), Aaron Hirsch (University), Angela Hirsch (University), Emily Parsons (ECHO), Mary Parsons (ECHO), George Petrides (MacArthur Blvd), Cathie Polak (Princeton), Matt Polak (University), Martha Shannon (Wellesley Circle).

ACTION ON JULY 8, 2019 COUNCIL MEETING MINUTES:

Minutes of the July 8, 2019 Council meeting were approved.

Motion to Approve: CM Costello, 2nd CM Spealman. Approved 4-0.

DISCUSSION OF RECORDS RETENTION POLICY DEVELOPMENT

Background:

The Annotated Code of Maryland State Government Article 10, sections 608-611 and COMAR 14.18.02 requires every State county or local government agency to develop a program to efficiently manage its records. Municipalities do not own their own records; consequently, public records may not be disposed of without authorization from the State Archivist. This is where the development of records retention schedules come into play. This includes the establishment and/or regular revision of records retention and disposition schedules. A public record is any documentation that a government employee creates or receives in conduct of public business. Property of the government that is not a record include physical artifacts, transitory documentation like notebooks into which an employee might jot informal daily goals and non-business communications.

The State law requires the head of each governmental unit to ensure that all records created or received by that agency are on an approved retention and disposition schedule. This authorization must be obtained by filing a records retention and disposition schedule with the State of Maryland. These rules apply to the Town of Glen Echo. In other words, the state of Maryland owns TOGE records so the Town must prepare and submit a retention schedule to state archives for approval. The schedule indicates how long the Town will maintain categories of records (paper and electronic) and whether records will be destroyed or moved to state archives for permanent retention.

In order to initiate the process of developing Records Retention schedules for Glen Echo, the town contracted with Julie Sparacino, an expert in the subject field, to draft a proposed schedule. Her work was coordinated with archival work for TOGE under contract with Sarah Hedlund of the Montgomery County Historical Society and the assistance of resident Martha Shannon.

The time line and categories prepared by Ms Sparacino were presented to the Mayor and Council (attached). The Council agreed with the time-lines presented for maintaining records and their ultimate disposition.

Attorney Bolt noted that the schedule is consistent with other municipalities although some time lines are longer than other municipalities. He noted that correspondence, including emails, should be destroyed after one year, including that of Council members.

Motion to Adopt Proposed Retention Schedule Subject to Approval by MD State Archives: CM Wilson, 2nd CM Stiglitz. Approved 4-0.

Additionally, the Council discussed the possibility of scanning minutes and other pertinent documents in a searchable PDF format. TC Boa will explore this option; the Town has received one proposal for a service that provides document management.

The subject of whether The Echo is a Town publication was discussed. Town Attorney Bolt says that this is debatable but it needs to be included in the schedule as it is incoming correspondence.

BRYN MAWR RIGHT-OF-WAY USE AGREEMENT RESPONSE (WILD BIRD CENTER)

Background:

The Wild Bird Center, a commercial establishment located in the Town of Glen Echo at 7370 MacArthur Blvd, is currently for sale. The property is associated with a paved parking pad located in the right-of-way on the corner of Bryn Mawr and MacArthur. The right-of-way property where the parking pad is situated was conveyed to the Town by deed dated June 20, 2000, recorded among the land records of Montgomery County, Maryland in Liber 18176 at folio 716 (the "Public Land"). The concern about this property is that prospective owners may believe the parking spaces are part of the private property where in fact, the ownership of this parking area is public.

At the July 8, 2019 Council Meeting, after research on the issue, Attorney Bolt informed the Council that the Wild Bird Center has no written authority for the paved parking pad. In order to clarify this situation and properly establish ownership and use in the land records Attorney Bolt sent a letter and a right-of-way use agreement to the owners of the Wild Bird Center on Bryn Mawr. This right-of-way agreement states that non-exclusive use by the Wild Bird Center is currently permitted but the owner of the property may be required to remove the pavement and replace with gravel at their cost if the Town requests it.

The Wild Bird Center responded with a letter and information about a settlement agreement from 1992 with previous owners, the Garfields. The Town at that time agreed to pay \$1000 to pave the area although it was unclear at the time who owned the land. The owners were required to pay \$1/year for the use of the parking area; this agreement was for 99 years. Attorney Bolt stated this agreement is not recorded in land records and asked whether the Town is happy with this agreement. The Council decided that this subject should be tabled and discussed in a closed session with Attorney Bolt.

George Petrides of the Wild Bird Center introduced himself and noted that he hopes that the Town and the Wild Bird Center can come to an agreement as he feels the Center has been a good neighbor.

ZTA 19-01 ACCESSORY DWELLING UNITS:

Background:

The County Council recently approved Zoning Text Amendment 19-01 (Accessory Dwelling Units) which amends the zoning laws that control the R-60 zones (as well as other residential zones) that include the Town of Glen Echo. These changes will allow residents to build a second house on their lot or add an apartment within their home without special approval of the County's Planning Board. These changes were offered as a part of a program goal to increase affordable housing in the county and move toward eliminating single family zoning. Attorney Bolt provided details to the Town Council on the changes that were approved by Montgomery County Council. Changes will go into effect on December 31, 2019.

Concerns about increased density, parking problems, infrastructure limitations and the like have encouraged several municipalities in Montgomery County to consider revising their building code, within their limits of municipal authority, in response to these changes in County zoning law. Like other municipalities, TOGE can regulate setbacks, lot coverage, on-site parking requirements and other building code regulations in order to increase the amount of control that the Town could assert over this additional development authority.

CM Stiglitz asked the Town Attorney to draft proposed ordinances to address this; these would be subject to a public hearing. CM Wilson and CM Costello agreed.

FINANCIAL REPORT FOR THE MONTH OF AUGUST: (copy attached)

The month of August was a quiet month measured by revenue and expense activities in TC Boa's presentation of the financial report for the month of August 2019. The highlights are summarized below. Full Financial Report attached.

- *Expense Highlights:* Legal expenses in August (\$2,533) related to the Wild Bird Center and Vassar Circle constituted the greatest expense for the month. Tree pruning and care expenses followed for services to trees at the end of Cornell. The Town paid \$550 to have some limbs removed from these trees.
- *Audit Initiation and Planning:* LSWG auditor Eva Webb met with TC Boa and Mayor Polak August 1, 2019 in Town Hall to kick off the Audit process for FY 2019. Information was provided on the operations of the Town, accounting procedures, and documentation as requested. Ms. Webb determined that no additional follow up visit was immediately needed for review of financial records for the audit--she was able to complete the field work in her initial visit. TC Boa will continue to provide LSWG with information that is requested for completion of the audit. Ms. Webb will be available to attend the November 11, 2019 Council Meeting to discuss the findings of the audit with the Council.
- *Tax Revenue re-allocation:* TC Boa will adjust the tax revenue as it has been misallocated in QuickBooks.

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

OPERATIONS REPORT: Social; Infrastructure; Administrative

Town Operations and Activities during the month of July and August 20, 2019 include:

Social Activities:

- Summer Picnic Report: Was held July 21 and was well-attended. Thank you to CM Wilson for set up and for all the help cleaning up. The pie baking contest was fun and TC Boa dropped off the prizes: gift certificates from the Irish Inn and Wild Tomato and water taxi rides from Potomac Riverboat Company. TC Boa wrote thank you letters to the donors.
- Hallowe'en Party: Planning October 31 from 5:30-6:30pm at the Town Hall. Town will provide drinks and pizza.

Infrastructure Issues:

- **Water Main Breaks:** There were two water main breaks in August. One occurred on Bryn Mawr and one on Yale. WSSC, responsible for these problems responded to the required emergency service; the Town is waiting for WSSC's contractor to repave the roads. On Bryn Mawr, the Town was working with WSSC to ensure that the paving is constructed to direct stormwater into the woods at the end of the street rather than onto private property.

- **Tree Work:** The Town worked with resident Julie Rosenthal's tree contractor to remove two large sycamores from her property (6104 Harvard). In order to assure the protection of Town property during this work received proof of insurance and a cash bond. TC Boa met with Jim Witmer regarding trees on Radcliffe and Princeton. A tree that is located at the intersection of Radcliffe and Wellesley needs to be removed. Pepco will remove limbs around the wires (in one to two months) and then the Town will need to get a quote to have the rest taken down.

- **Sanitation and Recycling:** TC Boa and Mayor Polak met with Sam Evans of Goode Companies, the Town Garbage and Recycling Contractor, on July 26, 2019.

-Changes in bulk trash pick-ups: In response to requests for residents Goode agreed to expand bulk trash pickup to every Friday at no additional cost to the Town.

-Consideration of new Town provided trash receptacles : Mr. Evans left two sample 48 gallon trash/recycle bins for the Town to evaluate for possible bins to provide to residents. Their estimated cost is \$70. A quote for similar services was requested from Toter, Inc, and came in at \$49/bin (including the imprinting of a Glen Echo Logo). The Council decided not to pursue ordering more bins at this time as there is not a need for them. The Town will have Goode pick up the two sample bins.

-Budget adjustment: The Town was reimbursed by Goode Cos. for incorrect administrative charges for this year (\$457.20).

- **Snow removal:** TC Boa and Mayor Polak met with Tucker Hyman of Rolling Acres, the Town contractor for snow removal last year, to discuss the coming winter's contract.

-The new contract has the same pricing as last year although the cost of brining has decreased by \$200 to \$1,725/treatment.

-Rolling Acres offers an advantage over other snow removal contractors because of their expertise in providing brining services rather than just the ordinary road salting. This brining technique (now recognized both County and State-wide as the preferred method of road snow management) has several advantages, including cutting down on plowing hours, less wear and tear on roads and less salt in the environment/waterways.

-The Town Council has the option of offering brining of all the town sidewalks if it felt that it would be advantageous to the safety and well-being of the community (\$750/ treatment). The Town budgeted \$25,000/ year FY19 and FY20 and spent \$27,299 in FY19. The Council will consider the brining of Town sidewalks at the October Council Meeting.

- **Dog Waste Problems:**

-**Signs.** In response to issues about dog waste in the town expressed at the July TOGE Council meeting the Town purchased 10 signs from Amazon. CM Costello and TC Boa decided on five locations to start with. A special thank you to CM Stiglitz for putting up dog signs in Town.

-**Waste Collection.** The Town solicited and received a quote from DoodyCalls , a company that specializes in dog waste management and collection. One Dog Waste Station (includes a sign, a bag dispenser and a collection receptacle) for \$220. Bags and service would cost \$413/year (26 visits). Another option was explored with our trash collection company (Goode Companies) who offered to empty a municipal bin for \$10 each week (\$520/year) which does not include replacing the trash bag liner in the bin or replacing dog waste bags. In this case the Town could purchase a municipal trash can (approximately \$400 or more).

Discussion and Decision: After further discussion of the issue the Council decided that the newly installed signs were sufficient and the Town will not install a dog waste station. The Town will continue to monitor the success of the signs.

- **Street Sealing:**

TC Boa will check with Joe Toomey (Town Engineer) on whether the Town streets should be sealed prior to winter.

- **Vegetation Notice to Improve Sidewalk Safety:**

TC Boa will resend a notice on trimming vegetation to residents via Constant Contact. Untrimmed vegetation overhanging sidewalks/streets will be trimmed by Hughes Landscaping and residents will be billed by the Town if residents don't respond to the Town's official notice by October 5.

Administrative Matters:

- **Archives:** The Town has obtained more documents from former Mayor Beers. The work on categorizing these documents are beyond the scope of the Archivist, Sarah Hedlund's current contract. Martha Shannon and TC Boa will discuss what needs to be done with these documents.
- **Digitizing Records, Document Management Meeting:** Mayor Polak, Martha Shannon, Jean Sperling and TC Boa met with the company that provides the Town's document reproduction services (Advance) and a document management company (DocuWare) to discuss digitizing Town documents. The companies submitted a proposal which was discussed in a meeting August 25 with Sarah Hedlund, Julie Sparacino, Jean Sperling, and Martha Shannon. Julie and Sarah advised that the Town scan and save only certain documents such as minutes and those pertaining to ongoing issues (as suggested by the Mayor and Council) as the cost and man-power are prohibitive to digitize all records. TC Boa will continue to explore options for scanning and storing records.
- **Town Clerk Training: QuickBooks Class and Emergency Management 101 Training:** TC Boa will attend a QuickBooks class at Montgomery College in late September (\$297). She will also attend Montgomery County Emergency Training in November (no charge).
- **Joint Town Managers' meeting:** TC Boa attended a Town Managers' Meeting August 13, 2019 for all municipal members in the Down County Area. Topics of discussion included (1) the possibility to join with other municipalities in negotiating a new contract with Goode Companies, (2) the provisions of dog waste collection services that most municipalities provide and that are cared for by their waste contractors. (3) Local municipalities' invitation to jointly host the Maryland City-County Managers' Organization spring meeting in 2020 or 2021. Glen Echo can suggest meeting topics, provide a meeting location, sponsor a meal, and invite attendees to an event at Glen Echo Park for example.
- **Sledding Hill Sign Purchase:** CM Costello will purchase a sign for the sledding hill at Yale Ave. This will be posted December through February. The Town can borrow traffic cones from Glen Echo Park for the top and bottom of the hill.
- **TC Boa will be out September 18-20 on vacation.** TC Boa will check email and the Mayor will monitor phone messages at Town Hall.

OTHER BUSINESS/ISSUES

- **Rain Garden:** Joe Toomey (Town Engineer) approved the Environmental Committee's plan for the Nancy Long Bird and Butterfly Garden. Maryland Department of Natural Resources Open Space Program approved it as well. The Environmental Committee's representative, Holly Shimizu, will attend the October 14 Council Meeting to present the plan to the Council for its approval. Funding of \$5000 has been set aside in the FY20 budget (Environmental Improvement Project).
- **Generator:** The Town submitted a Notice of Intent to MEMA and got one estimate for installing a generator at Town Hall. The Town will get another estimate. It will cost approximately \$36,000. The

Town would like to get a FEMA grant (application due November 15) and if approved will be responsible for 25% of the cost.

- Recycling: CM Costello and TC Boa talked to some municipalities that are also dealing with contractors that are no longer recycling glass. The glass breaks and contaminates the paper in single stream recycling. Multi stream recycling is offered by a few contractors. Recycling nationwide has seen issues as there is not a market for U.S. recyclables. TC Boa has been communicating with Goode Companies regarding the problem with yard waste being combined with recycling on pick up days. This is not acceptable and TC Boa will continue to work with Goode Companies and monitor this issue. CM Costello and TC Boa will research options for recycling glass and tour the recycling facilities. They will also send an update to residents on the recycling problems.
- Town Flag: CM Spealman voiced support for voting on adopting the flag that was selected in a competition in the spring of 2017. Recent opinions voiced on the unofficial Town list serv were supportive of this as well although there were a few that disagreed. CM Wilson and Mayor Polak stated that a Town flag design should include the Town name and date of incorporation which is similar to most other town flags of Maryland municipalities. Pete Epanchin (Wellesley Circle) referenced a TED talk by Roman Mars on flag design. This talk refers to the North America Vexillological Association's pamphlet "Good flag, bad flag" that spells out 5 simple design principles for a good flag. These principles were adopted by the Glen Echo flag committee for design criteria; these criteria were shared with the residents when the flag design competition was announced. The principles include using no lettering or seals. Mayor Polak stated he listened to the talk but disagreed with it as it is just one opinion. CM Stiglitz noted that the Council made clear on February 13, 2017 Council Meeting that the flag contest was a community effort and not an official Town effort. Cathie Polak (Princeton) stated that the Town logo is the cupola (turret on top of Town Hall). CM Spealman stated that the symbol would come to represent the Town and the words were not part of the voted-on design. CM Wilson stated that the Council should have a vote on the design that won the contest to make it the official Town flag; CM Spealman agreed.

Motion to Adopt the Flag (Winner of Flag Competition): CM Spealman; 2nd CM Wilson. Approved 3-0; CM Stiglitz abstained.

NEXT COUNCIL MEETING:

Police Commander: Captain Sean Gagen, Commander of the Second District, will attend the October 14, 2019 Council Meeting. (His attendance will take place at the December 9, 2019 Council Meeting.) (CM Stiglitz)

Upcoming Council Meetings: The October 14 and November 11 Council Meetings will begin at 7pm as the meeting will include guest speakers.

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 noted that asphalt plants close mid-November leaving only 10-12 weeks for Vassar Circle to be widened before winter. This has been held up due to utility work by WSSC that developer Aaron Hirsch is coordinating.

ADJOURNMENT:

Motion to adjourn: CM Spealman, 2nd Stiglitz. All in favor. Meeting Adjourned 9:45 pm

Minutes Prepared by: Beth Boa, Town Clerk-Treasurer

Approved by: Willem Polak
Mayor, Willem Polak

Date: Nov. 16 2017

The Town of
GLEN ECHO
Chartered 1904

Town Hall • 6106 Harvard Avenue • Glen Echo • Maryland 20812 • (301) 320-4041
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**TOWN OF GLEN ECHO
COUNCIL MEETING AGENDA
MONDAY SEPTEMBER 9, 2019**

Tab #	7:00 PM	CALL TO ORDER: Polak
1	7:05 PM	ACTION ON JULY 8, 2019 COUNCIL MEETING MINUTES: DISCUSSION: Polak MOTION _____ SECOND _____ VOTE: _____
2	7:10 PM	RECORDS RETENTION: Julie Sparacino MOTION _____ SECOND _____ VOTE: _____
3	7:25 PM	WILD BIRD CENTER RESPONSE: Bolt
4	7:45 PM	ZTA 19-01 ACCESSORY DWELLING UNITS: Bolt
5	8:05 PM	FINANCIAL REPORT: Boa MOTION _____ SECOND _____ VOTE: _____
6	8:10 PM	TOWN OPS REPORT: Boa <ul style="list-style-type: none">• Summer Picnic; Pie Baking Contest• Hallowe'en Party• Water Main Breaks• Snow removal contract• Meeting with Goode Companies
	8:25 PM	OTHER BUSINESS <ul style="list-style-type: none">1. Generator Funding Request to FEMA2. Recycling changes3. Flag4. Nancy Long Bee & Butterfly Garden
	8:45 PM	BUILDING UPDATES & OTHER PERMITS:

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1. **Vassar Circle** – Written update from Joe Toomey, PE
2. **Tree Work**: 6104 Harvard Ave and 6000 Bryn Mawr
3. **7310 Columbia Ave** – (DPS # 880571) screened in porch. Mayor's Recommendation

9:00 PM ADJOURNMENT

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No.

(To be completed by DGS/Records Management Division)

Records Series Title:
Accounting Records, General

Page 1 of ____

Record Series Content	All financial accounting material outside of Audits and Assessments
Record Series Function	Accounting/Bookkeeping
Organization/Arrangement	Alphabetical/Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	Yes
Date Span	1904 to present
Completeness /Gaps	

Schedule Item Number	1
Retention	Retain for seven (7) years, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value.
Justification for Permanent Retention	Selected correspondence having research value in documenting the historical development and accomplishments of the municipality.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. (To be completed by DGS/Records Management Division)
DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. (To be completed by DGS/Records Management Division)

Records Series Title: Accounting Records, High Level	Page 2 of _____
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Record Series Content	High-level accounting records and reports including but not limited to Annual Financial Reports including those to Local and State Agencies; Assessment Books; Audit Reports; Books of Final Entry – General Ledgers
Record Series Function	Audit/Accounting/Bookkeeping
Organization/Arrangement	Alphabetical/Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	Yes
Date Span	1904 to present
Completeness /Gaps	

Schedule Item Number	2
Retention	Permanent. Transfer every ten (10) years for storage in State archives
Justification for Permanent Retention	This series documents the financial history of the Town and shows compliance with statutes.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No.

(To be completed by DGS/Records Management Division)

Records Series Title:
Deeds and Agreements

Page 3 of ____

Record Series Content	Deeds of property and agreements between the Town and individuals/entities
Record Series Function	Property Ownership Records
Organization/Arrangement	Alphabetical/Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	No
Date Span	1891 to present
Completeness /Gaps	
Schedule Item Number	3
Retention	Permanent. Transfer every 10 years for storage in State archives
Justification for Permanent Retention	Annotated Code of Maryland State Government §9-1011 sets the State Archives as the central depository for deeds related to real property acquired by the State. Similarly, this series will maintain a permanent record of real property acquired by the Town. Agreements are maintained permanently to document any permanent obligations assigned by those agreements.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No.

(To be completed by DGS/Records Management Division)

Records Series Title:

Building Permits and Infrastructure Projects, Plans,
Correspondence and Communication

Page 4 of ____

Record Series Content	All documents pertaining to Building Permits and Major Infrastructure Projects
Record Series Function	Compliance with Town Building Regulations
Organization/Arrangement	Address/Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	No
Date Span	1906 to present
Completeness /Gaps	
Schedule Item Number	4
Retention	Permanent. Transfer every fifteen (15) years for storage in State archives
Justification for Permanent Retention	The Town building records set legal precedents with regard to building regulations within the Town. Records are necessary for reference as footprints of structures evolve.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No.

(To be completed by DGS/Records Management Division)

Records Series Title:
Departmental Operations

Page 5 of ____

Record Series Content	Operational documentation of elected officials and emergency services.
Record Series Function	Town Business
Organization/Arrangement	Subject/Alphabetical/Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	No
Date Span	1907 to present
Completeness /Gaps	

Schedule Item Number	5
Retention	Retain ballots for 60 days and all other records for three (3) years, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value.
Justification for Permanent Retention	Selected correspondence having research value in documenting the historical development and accomplishments of the municipality.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No.

(To be completed by DGS/Records Management Division)

Records Series Title:

General Correspondence and Communications not related to another Record Series

Page 6 of ____

Record Series Content	Original incoming letters, copies of outgoing letters, memoranda, studies, reports, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, invoices and other miscellaneous correspondence relating to the administration of the Town. This includes electronic correspondence.
Record Series Function	Town Business
Organization/Arrangement	Subject/Alphabetical/Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	No
Date Span	1920 to present
Completeness /Gaps	
Schedule Item Number	6
Retention	Retain for one (1) year. Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value.
Justification for Permanent Retention	Selected correspondence having research value in documenting the historical development and accomplishments of the municipality.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No.

(To be completed by DGS/Records Management Division)

Records Series Title:
Insurance

Page 7 of ____

Record Series Content	Documentation and Correspondence relating to insurance for property, general liability, workers compensation and bonds. Workers' Compensation including claims, incident reports, correspondence, medical reports, invoices and medical authorization forms.
Record Series Function	Legal
Organization/Arrangement	Subject Alphabetical/Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	Yes
Date Span	1960 to present
Completeness /Gaps	
Schedule Item Number	7
Retention	Retain seven (7) years, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value.
Justification for Permanent Retention	Selected correspondence having research value in documenting the historical development and accomplishments of the municipality.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No.

(To be completed by DGS/Records Management Division)

Records Series Title:
Legal Opinions and Litigation

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Record Series Content	All correspondence, legal documents, written opinions and rendered by the Town Attorney at the request of the Mayor and litigation cases involving the Town
Record Series Function	Accounting/Bookkeeping
Organization/Arrangement	Alphabetical/Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	Yes
Date Span	1917 to present
Completeness /Gaps	

Schedule Item Number	8
Retention	Retain for seven (7) years, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value.
Justification for Permanent Retention	Selected correspondence having research value in documenting the historical development and accomplishments of the municipality.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. (To be completed by DGS/Records Management Division)
Records Series Title: <u>Legislation</u>		Page 9 of _____

Record Series Content	Charter, charter amendments, ordinances, resolutions, and Town Code with amendments adopted by the Council with supporting and background documents, if any.
Record Series Function	Town Government
Organization/Arrangement	Subject/Alphabetical/Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	Yes
Date Span	1906 to present
Completeness /Gaps	

Schedule Item Number	9
Retention	Permanent. Transfer every seven (7) years for storage in State Archives.
Justification for Permanent Retention	Serves as a complete record of the laws of the Town.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No.

(To be completed by DGS/Records Management Division)

Records Series Title:
Minutes

Page 10 of

Record Series Content	Minutes of Town Meetings and Appointed Committees
Record Series Function	Town Government
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	Yes
Date Span	1904 to present
Completeness /Gaps	

Schedule Item Number	10
Retention	Permanent. Transfer every ten (10) years for storage in State archives
Justification for Permanent Retention	Documents the decisions and activities of the Town Council, Town Manager, and Town Committees

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No.

(To be completed by DGS/Records Management Division)

Records Series Title:
Procurements

Page 11 of

Record Series Content	Quotations/Invitations to Bid including all related documents
Record Series Function	Town Services
Organization/Arrangement	Subject/Alphabetical/Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	Yes
Date Span	1924 to present
Completeness /Gaps	

Schedule Item Number	11
Retention	Retain for seven (7) years after contract completion or until audit requirements have been met, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value..
Justification for Permanent Retention	Selected correspondence having research value in documenting the historical development and accomplishments of the municipality.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No.

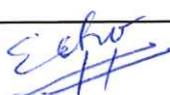
(To be completed by DGS/Records Management Division)

Records Series Title:
Town Publications

Page 12 of

Record Series Content	Town journal, handbook, directories and various notices to the press and general public regarding current events
Record Series Function	Town Government
Organization/Arrangement	Title/Alphabetical
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	No
Date Span	1948 to present
Completeness /Gaps	

Schedule Item Number	12
Retention	Retain for seven (7) years, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value..
Justification for Permanent Retention	Selected correspondence having research value in documenting the historical development and accomplishments of the municipality.



**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No.

(To be completed by DGS/Records Management Division)

Records Series Title:
Personnel Records

Page 13 of ____

Record Series Content	Employee Records other than payroll records
Record Series Function	Employment
Organization/Arrangement	Title/Alphabetical
Indexing System	
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	
Annual Accumulation (file drawers, gigabytes, etc.)	
Current Location	Town Hall
Audit Requirements	No
Date Span	2000 to present
Completeness /Gaps	

Schedule Item Number	13
Retention	Retain for seven (7) years after employment end or until audit requirements have been met, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value..
Justification for Permanent Retention	Selected correspondence having research value in documenting the historical development and accomplishments of the municipality.

Town of Glen Echo
Revenue/Expenses Actual vs Budget
July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate Property Tax	10,374	130,000	-119,626	8%
02. Personal Property				
02.1 Corporate	909	2,000	-1,091	45%
02.2 Unincorporated	0	100	-100	0%
02.3 Public Utility	0	22,000	-22,000	0%
Total 02. Personal Property	909	24,100	-23,191	4%
03. State Income Tax	9,774	115,000	-105,226	8%
04. Highway	0	16,643	-16,643	0%
05. License/Permits				
05.1 Admissions & Amusement	0	300	-300	0%
05.2 Build Perm	100	3,500	-3,400	3%
Total 05. License/Permits	100	3,800	-3,700	3%
06. Rental Inc				
06.1 Post Off.	5,317	31,899	-26,582	17%
06.2 T H Rental	2,625	12,000	-9,375	22%
06.3 Parking Lot-Tulane	2,100	3,600	-1,500	58%
Total 06. Rental Inc	10,042	47,499	-37,457	21%
07. Interest	197	1,500	-1,303	13%
08. County Revenue Sharing	0	20,762	-20,762	0%
09. Cable Franchise	0	3,500	-3,500	0%
10. Echo Newsletter				
10.1 Advertisements	0	2,000	-2,000	0%
10.2 Subscriptions	0	100	-100	0%
Total 10. Echo Newsletter	0	2,100	-2,100	0%
11 Miscl Revenue				
11.1 Walking Tour Book	16			
Total 11 Miscl Revenue	16			
Total Income	31,412	364,904	-333,492	9%
Expense				
Reconciliation Discrepancies		234		
20 Payroll				
20.1 Salary	7,313	46,800	-39,487	16%
20.2 Employer Taxes	565	4,500	-3,935	13%
20.3 Staff Training	354	2,000	-1,646	18%
Total 20 Payroll	8,232	53,300	-45,068	15%
21 Professional Services				
21.1. Auditor	327	8,000	-7,673	4%
21.2. Legal				
21.21 Town Attorney	3,457	25,000	-21,543	14%
21.22 Specialized Legal Svcs.	0	10,000	-10,000	0%
Total 21.2. Legal	3,457	35,000	-31,543	10%
21.4 Oth Prof Svcs	0	5,000	-5,000	0%

Town of Glen Echo
Revenue/Expenses Actual vs Budget
July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
21.5 Traffic Study Consultant	0	2,000	-2,000	0%
21.6 Records Ret./Archiving	300	5,000	-4,700	6%
21.7 IT Support	250	2,000	-1,750	13%
21.8 Arborist	0	750	-750	0%
21.9 Town Engineer/Bld. Insp.	1,953	10,000	-8,047	20%
21.10 Office Temporary Help	271	1,500	-1,229	18%
Total 21 Professional Services	6,558	69,250	-62,692	9%
22. Fixed Op Ex				
22.1 Office & TH Utilities				
22.11 Electrical	552	2,100	-1,548	26%
22.12 Gas	22	1,200	-1,178	2%
22.13 Telephone/Internet	243	3,200	-2,957	8%
22.14 WSSC	140	1,200	-1,060	12%
Total 22.1 Office & TH Utilities	957	7,700	-6,743	12%
22.2 Office				
22.21 Office Supplies	190	2,500	-2,310	8%
22.22 Software/Domain	435	1,500	-1,065	29%
22.23 Copier Rental	124	1,500	-1,376	8%
Total 22.2 Office	749	5,500	-4,751	14%
22.3 Bank Fees	43	250	-207	17%
22.4 Website	0	3,000	-3,000	0%
22.5 Ins & Bond	1,796	3,000	-1,204	60%
22.6 Dues, Subs., Conf.	1,015	2,500	-1,485	41%
22.7 Admin				
22.71 Admin. Payroll Fee	245	1,500	-1,255	16%
22.72 Flyer Delivery Charges	0	300	-300	0%
22.73 Miscl. Admin Fee	104	1,000	-896	10%
Total 22.7 Admin	349	2,800	-2,451	12%
22.8 Echo	527	3,200	-2,673	16%
22.9 Town Hall				
22.91 TH Supplies	369	2,250	-1,881	16%
22.92 TH Cleaning Service	580	3,500	-2,920	17%
22.93 TH Maintenance	370	4,000	-3,630	9%
22.94 TH Elevator Maintenance	0	6,000	-6,000	0%
Total 22.9 Town Hall	1,319	15,750	-14,431	8%
22.11 T H Improv	1,800	6,000	-4,200	30%
22.12 Office Furniture & Equip.	0	2,000	-2,000	0%
Total 22. Fixed Op Ex	8,555	51,700	-43,145	17%
23 Streets				
23.1 Streetlights	1,229	9,500	-8,271	13%
23.2 Street Sweeping	2,240	4,000	-1,760	56%
23.3 Street Signs	0	5,000	-5,000	0%
23.4 Parking Lot--Town Hall	0	20,000	-20,000	0%
23.5 Street Repair	0	15,000	-15,000	0%

Town of Glen Echo
Revenue/Expenses Actual vs Budget
July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
23.6 Sidewalk Repair	0	5,000	-5,000	0%
Total 23 Streets	3,469	58,500	-55,031	6%
24 Town Services				
24.1 Community Contribution	0	4,000	-4,000	0%
24.2 Landscape				
24.21 TH Landscaping	7,298	7,500	-202	97%
24.22 Town Right of Way	900	7,200	-6,300	13%
24.23 Environmental Imp Project	0	5,000	-5,000	0%
Total 24.2 Landscape	8,198	19,700	-11,502	42%
24.3 Snow Removal	0	25,000	-25,000	0%
24.4 Refuse/Recycling	5,505	40,000	-34,495	14%
24.5 Town Trees				
24.51 Town Tree Pruning	0	3,000	-3,000	0%
24.52 Town Tree Removal	550	5,000	-4,450	11%
Total 24.5 Town Trees	550	8,000	-7,450	7%
24.6 Leaf Removal	0	15,600	-15,600	0%
24.7 Community Events	2,581	8,500	-5,919	30%
Total 24 Town Services	16,834	120,800	-103,966	14%
Total Expense	43,882	353,550	-309,668	12%
Net Ordinary Income	-12,470	11,354	-23,824	-110%
Net Income	-12,470	11,354	-23,824	-110%

Town of Glen Echo
Expenses by Vendor Summary

August 2019

Aug 19

American Advertising Distributors of NOVA	223
Bolt Legal, LLC	2,533
Dennis T. Alexander, CPA	327
Digital Handyman	105
Evans Tree Service	550
Goode Companies, Inc.	2,453
Hughes Landscaping & Supply Co. Inc.	1,892
Joseph F. Toomey Associates, Inc	1,463
PEPCO - (streetlights)	964
Print 1 Printing & Copying	114
Sarah E. Hedlund	300
Sun Trust Bankcard, N.A.	949
Washington Gas	11
TOTAL	<u>11,884</u>

Town of Glen Echo
Account Balances

As of August 31, 2019

Aug 31, 19

ASSETS

Current Assets

Checking/Savings

MD Local Gov't Investment Pool 82,678.47

SunTrust Cash-Checking 78,970.19

SunTrust MM 507,074.50

Total Checking/Savings 668,723.16

Total Current Assets 668,723.16

TOTAL ASSETS 668,723.16

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Bond Deposit

Town Hall Deposit 200.00

Right of Way Bond 5,000.00

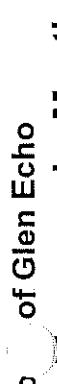
Total Bond Deposit 5,200.00

Total Other Current Liabilities 5,200.00

Total Current Liabilities 5,200.00

Total Liabilities 5,200.00

TOTAL LIABILITIES & EQUITY 5,200.00

To  of Glen Echo
Revenue/Expenses by Month
 July through August 2019

Ordinary Income/Expense	Jul 19	Aug 19	TOTAL
Income			
02. Personal Property	2,648	-8,635	11,283
03. State Income Tax	915	8,859	9,774
05. License/Permits	100	0	100
06. Rental Inc	4,333	5,708	10,041
07. Interest	179	17	196
11. Miscl Revenue	16	0	16
Total Income	8,191	23,219	31,410
Expense			
Reconciliation Discrepancies	0	234	234
20. Payroll	3,703	4,528	8,231
21. Professional Services	1,746	4,812	6,558
22. Fixed Op Ex	7,067	1,487	8,554
23. Streets	1,726	1,743	3,469
24. Town Services	13,059	3,775	16,834
Total Expense	27,301	16,579	43,880
Net Ordinary Income	-19,110	6,640	-12,470
Net Income	-19,110	6,640	-12,470

From: Joseph F. Toomey, Permit reviewer for the Town of Glen Echo
To: Willem Polak, Mayor, Town of Glen Echo
Subject: Progress report on Vassar Circle Development and Construction
Date: September 6, 2019

The status of the Vassar Circle development, as of Thursday morning, September 5, 2019, is that the construction of the first property, 4 Vassar Circle, is awaiting Montgomery County close-in inspection approval. The close-in inspection covers the framing, mechanical, and electrical work, and includes countless details that must meet building and safety standards. The inspection has been scheduled several times, and has been postponed or resulted in a fail. It is now rescheduled for Monday, September 9th.

At the exterior, as shown on the attached photograph, doors and windows are in place, roof shingles are installed, and trim has been placed, and is being painted. Within the structure, heating and cooling ductwork, or mechanical systems, electrical, fire suppression, and plumbing system "rough-ins" are in place. As soon as the close-in inspection is obtained, building insulation, and its required County inspection can move forward. At that time, drywall and interior finishing will start. Typically a house can be finished and ready for occupancy in as little as six to eight weeks after the drywall work starts.

The site work for the entire project includes the installation of water and sewer service to the edge of the Public Utility Easement (P.U.E.) and the gas service to the house, at Lot 1, 4 Vassar Circle. Water, sewer, and gas has also been installed to the P.U.E. for Lot 4, and Lot 2. New water and sewer service has not been installed to Lot 3, at the bottom of the circle, as there was existing service from the building that was demolished. As the existing water service line was found to be defective, and leaking, it was disconnected and capped at the water main. A new line must now be installed, causing delay in the under ground utility work. The gas service line for that lot can not be installed until the water and sewer work is complete. Underground electrical service has been installed to the edge of the P.U.E. for each of the four lots.

The underground utility work must be completed before the roadway widening work can begin. For the roadway work, concrete curb and gutter must be installed first. After curb and gutter is set, the roadway base course can be started. The final finish course can be placed towards the end of construction on all four lots. Asphalt plants typically close down for the winter in mid November, providing only a ten to twelve week window to complete the widening of the roadway, before winter arrives.

I have attached a photograph of #4 Vassar Circle as it appeared Thursday, September 5th.



#4 Vassar Circle, Thursday, September 5, 2019.