

**The Town of  
GLEN ECHO  
Chartered 1904**

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**TOWN COUNCIL MEETING MINUTES**

**May 11, 2020  
Held Virtually Via Zoom**

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

**Present:** Mayor: Willem Polak. Councilmembers: (CM) Dia Costello, Dan Spealman, Matt Stiglitz, and Julia Wilson, Town Manager: (TM) Beth Boa, Assistant to the Mayor: Jean Sperling, Town Engineer: Joseph F Toomey.

**Residents:** Thom Amdur (Bryn Mawr Ave), Debbie Beers (Wellesley Circle), Raya Bodnarchuk (Harvard Ave), Alex Boyar (Cornell Ave), Julie Broas (Bryn Mawr Ave), Amy Chused (Wellesley Circle), Nancy Cohen (Cornell Ave), Aaron Hirsch (University Ave), Robin Kogelnik (Princeton Ave), Robert Lange (Wellesley Circle), Gloria Levin (University Ave), Martha Morris (Wellesley Circle), Emily Parsons (The Echo), Mary Parsons (Bryn Mawr Ave), Renny Springuel (Vassar Circle), Mitchell Strauss (Princeton Ave), Bill Vincent (Bryn Mawr Ave).

**OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:**

Mayor Polak opened the meeting with an opportunity for comments by the residents. There was a question on work at 22 Wellesley Circle; interior work does not require a Town permit.

**ACTION ON APRIL 13, 2020 COUNCIL MEETING MINUTES:**

Minutes of the April 13, 2020 Council meeting were approved.

**Motion to Approve:** CM Stiglitz; 2<sup>nd</sup> CM Wilson. Approved 4-0.

**DISCUSSION OF BIDS FOR SIDEWALK REHABILITATION AT 30 WELLESLEY CIRCLE:**

Joseph Toomey, Town Engineer, reviewed the bids for this work. Requests for bids were sent to several concrete construction contractors for the rehabilitation of a section of the Wellesley Circle sidewalk. The purpose of this work is to improve storm water management, and to mitigate the effect of storm water runoff from the roadway overflowing the sidewalk.

The location of the sidewalk rehabilitation project is at the south-west section of Wellesley Circle, at the intersection with Cornell Avenue. The project covers approximately 161 continuous linear feet of concrete sidewalk, including:

- eleven (11) linear feet of transitional sidewalk at 24 Wellesley Circle,
- ninety (90) linear feet of sidewalk at 26 Wellesley Circle,
- sixty (60) linear feet of sidewalk at 30 Wellesley Circle.

The project includes a monolithic sidewalk and curb, a monolithic sidewalk and curb with a header, a driveway apron, a sidewalk intersection ramp, and transition sidewalk sections to meet the apron and ramp.

Five bids were received from local contractors in two rounds of bidding. The lowest bid was from A.B. Veirs & Sons, Inc., the contractor that performed the final mill and pave for Vassar Circle. Their bid was broken into two parts, the concrete work and repair of the asphalt adjacent to the sidewalk. When comparing their combined total cost, their bid is the lowest cost, but right in line with the second bid from Chamberlain Contractors, Inc., another well-known concrete and paving contractor.

The five bids are as follows:

A.B. Veirs	\$15,950.00
Chamberlain Contractors	\$16,200.00
Finley Asphalt and Concrete	\$19,281.00
SFMS, LLC	\$19,581.00
C&C Landscaping	\$22,950.00

At the April 13, 2020 Council Meeting the Chamberlain Contractors' bid was approved unless a cheaper bid was submitted in the second round of request for bids. A.B. Veirs and Sons, Inc. submitted a cheaper bid.

Bid by A.B. Veirs and Sons, Inc. was accepted.

Motion to Approve: CM Costello; 2<sup>nd</sup> CM Wilson. Approved 4-0.

## **BUILDING UPDATES AND OTHER PERMITS**

1. **Vassar Circle Update from Joseph Toomey, Town Engineer.** (Report Attached.) CM Stiglitz noted that there were paint markings from a utility on Vassar Circle; Joe Toomey will look at the markings to identify which utility. There is no expected utility work on Vassar Circle.
2. **Two Vassar, LLC Bond Return Request and Permit Amendments:** Two Vassar, LLC has requested that the Town approve the release of the Montgomery County Right-of-Way Surety Bond of \$100,000 and the Town Right-of-Way Surety Bond of \$100,000. The Town will release these bonds on the condition that Two Vassar, LLC:
  1. Pay \$300 for an amended Town right-of-way permit (001-A) that is good for six months and includes new permit conditions, and
  2. Enter into a new right-of-way surety bond with the Town for \$45,000.

Both of these requirements are due to the fact that the remaining work, as specified in the conditions of the Town right-of-way permit, includes more than concrete curb and gutter, road widening, final asphalt overlay of Vassar, and no parking signs. The main reason for a large completion bond held by the Town is to protect the Town in case the project does not progress any further than it is now.

The storm water management and sediment control issues endemic to this project are a significant part of need for the Town to continue to hold a large bond. The silt fences have been knocked over several times during the 13 months since they were erected. Storm water has breached the fences several times. The fences have required and will continue to require maintenance and repairs. Left unrepairs, the silt fence will likely fail as traffic knocks it down or the fabric deteriorates.

Not only is there driveway apron or curb and gutter work to be completed, but the remaining public easement area behind the curb and gutter needs to be completed, and the entire site must be fully graded and stabilized to provide a permanent community protection against continued storm water and sediment

runoff issues. Erosion at the unfinished driveway aprons will undermine the roadway pavement and destroy portions of the pavement, curb and gutter.

Two Vassar, LLC representative Aaron Hirsch did not agree with a new surety bond requirement as he feels the work required has been completed, and that the Town is coming up with additional requirements that would not be applied to another developer. Joe Toomey, the Town Engineer, stated that other building sites in Town are already stabilized unlike this development.

The Council advised that the Mayor, Manager, Town Counsel (Ronald Bolt) and Two Vassar, LLC attempt to come to an agreement on the amended permit and surety bond requirements for the right of way and inform the Council.

### **ADOPT - TOWN RESOLUTION 20-03 TO APPROVE LEVYING A TAX ON CERTAIN REAL AND PERSONAL PROPERTY FOR FY 2021.**

#### **FY 2021 Tax Rates discussion**

Each year the Town receives an estimate from the State Comptroller's Office related to the Constant Yield Tax Rate which identifies the change that can be made in the tax rate to maintain a constant tax yield. This year's estimate would allow the rate for Glen Echo to rise to at \$0.161 per hundred dollars of assessed valuation for the coming fiscal year if the town so chose. (This document is available to view by request at the Town Hall). At the April 13, 2020 meeting, the Council introduced the **real property tax rate** at sixteen cents (\$0.16) per One Hundred Dollars of assessable value fair market value consistent with the State estimate on real property subject to taxation by the Town.

At the May 11, 2020 meeting, after a discussion of concerns the Council had about the impact of the current pandemic situation on residents, the Council voted to adopt the **real property tax rate** one cent less, at the rate of \$0.15 per One Hundred Dollars of assessable value, maintaining the same tax rate in effect for FY 2020.

The Council also adopted the tax rate for **assessable personal property including corporate and unincorporated** subject to taxation by the Town at **eighty cents (\$0.80)** per **One Hundred Dollars** of assessed value, unchanged from the current year. **The tax rate for assessable utility property** was adopted at one dollar and fifty cents (\$1.50) per One Hundred Dollars of property subject to taxation by the Town unchanged from the current year.

Motion to Adopt Resolution #20-03 as Amended to \$0.15/\$100 assessable value (fair market value) on real property: CM Stiglitz; 2<sup>nd</sup> CM Spealman. Approved 4-0

### **ADOPT - TOWN ORDINANCE 20-04 – TO ADOPT A BUDGET FOR FISCAL YEAR JULY 1, 2020 – JUNE 30, 2021 (FY 21)**

The Council discussed and amended the budget in several categories (adopted budget attached) including the following:

#### **Revenues:**

- Reduce anticipated revenues from Town Hall rental by \$9,000 from \$12,000 to \$3,000.

#### **Expenditures:**

- Reduce the Staff training line item from \$3,00 to \$1,000 , a reduction of \$2,000
- Reduce the budget for the Town Attorney from \$25,000 to \$20,000, a reduction of \$5,000.
- Reduce the budget for Traffic Engineering services and studies from \$2,000 to \$1,000, thus delaying any traffic signage upgrades and evaluations until FY 22. Also reduced is the budget for new Town signs from \$3,000 to 0.

- Reduce the monies available for the Town engineer and building code enforcement by \$4,000 for a budget level of \$16,000.
- The monies budgeted for Software/domain needs is reduced by \$500 from \$1,000 to \$500.
- The category of Dues, Subscriptions and Conferences has been cut in half to \$2,500.
- Town Hall improvements have been reduced to \$1,000 from previously planned expenses of \$4,000 largely because of the anticipated reduction in the use of Town Hall.
- Community contributions have been increased by \$2,000 over the level proposed in the Mayor's budget calling for \$2,000 contributions to both the Glen Echo Fire Department and Glen Echo Park Partnership for Arts and Culture, Inc. for a total of \$4,000. The Council noted that last year they agreed to donate \$2000 to the fire department as a one-time donation, and that this year's donation was again a one-time donation for this year only due to the COVID-19 emergency.
- The expenses allocated for the Environmental Committee's Improvements have been reduced by \$500 to \$500.
- A service plan included in the Mayor's budget for Storm Debris Management in the town in the case of Hazard Declaration clean up to open the town up for emergency equipment access was eliminated as was a retainer to assure payment of initial service. Total amount eliminated was \$4,500.
- Leaf collections were reduced from 8 to 7: The Town will change the number of autumn leaf pick-ups from 8 weeks to 7 weeks for a reduction of expense of \$1,950.

In sum, budgeted expenses were reduced by \$26,150 allowing for an increase in net ordinary revenue of \$17,150 for a total cushion of \$42,004 of net revenues.

Bank balances stand at almost three-quarters of a million dollars (\$743,491).

Capital Projects will be revisited as FY 2021 progresses.

Motion to Adopt Ordinance #20-04, the FY 2021 Budget as Amended: CM Stiglitz; 2<sup>nd</sup> CM Wilson. Approved 4-0

#### **FINANCIAL REPORT FOR THE MONTH OF APRIL: (copy attached). TM BOA**

The month of April was an average month as far as revenues and expenses.

##### **Expenses:**

- **Legal Costs:** Bolt Legal costs were \$2,145.60. Of this, 47% pertained to Vassar Circle; the remainder was about Wild Bird Center (2%); the request for bids package review for sidewalk work on Wellesley (24%) and other matters.
- **Engineering Costs:** Joseph F. Toomey Associates' costs were \$1,147.50. 41% of this was for Vassar Circle concerns (paving) and 47% was for the request for bids for sidewalk work on Wellesley. The remainder was for permit review for a shed and stormwater plans for a permit request on Harvard Avenue.
- **Landscaping Costs:** Hughes Landscaping costs were \$6,934 which included replacing boards on the retaining wall at Town Hall, spring clean-up of Town Hall and parks, and resuming mowing.

##### **Revenues:**

- **Town Hall rental receipts** will be less than budgeted due to cancellations caused by COVID-19. The Town has received \$7,875 of \$12,000 budgeted. The Town is expecting to lose \$2,505 in rental income this spring.
- **Revenue Sources:** Additional income tax revenue is expected to arrive in May and June.

**MOTION TO APPROVE THE APRIL FINANCIAL REPORT:** CM Stiglitz; 2<sup>nd</sup> CM Spealman. Approved 4-0

## **OPERATIONS REPORT: Infrastructure; Administrative; Social: TM BOA**

Town Operations and Activities during the month of April include:

### ***Infrastructure Issues:***

- **LED Streetlight Cost-Benefit Analysis:** The Town engaged the Maryland Energy Administration to receive a free cost - benefit analysis on switching to LED streetlights. Other towns that have switched have realized savings that pay for the switch to LED in 2 years (Martin's Additions, Takoma Park). The Town Council will review the cost benefit analysis as well as what type of LEDs are suggested and decide whether to go ahead with transitioning to LED Streetlights.

**Background:** The U.S. Department of Energy (DOE) has awarded a State Energy Program 2019 competitive award to the Maryland Energy Administration (MEA) to provide education, outreach and technical assistance to local jurisdictions and state highway departments to support implementation of streetlighting conversions to LEDs. The goal of this grant is to provide technical assistance services to explore the feasibility of conversions and provide major financing options, such as energy performance contracting (EPC), utility incentives, and utility bill repayments.

**Assistance Available.** MEA will offer technical assistance at no cost to local jurisdictions during the three-year grant period of performance and while DOE funding is available. A local government that chooses to participate in this program will have access to MEA's team of expert consultants, who have decades of experience in energy efficiency, EPCs, and financing, including specific experience in streetlight conversion negotiations with utilities. In addition to MEA, the project team consists of consultants from Clean Energy Solutions, Inc. (CESI), the Metropolitan Washington Council of Governments (MWCOG), Northern Virginia Regional Council (NRVC), and the National Association of State Energy Officials.

The technical assistance options available to local governments through this program are numerous. Details about information and assistance are available from Town Hall. The Town can select from any one or more of these technical assistance options, depending upon our needs and questions.

- **Tree Work:** A dead oak tree on the right of way (trolley) is a hazard and needs to come down. The estimate is \$1,580. There is \$3,350 remaining in the tree removal budget for this fiscal year.
- **Street Name Signs Upgrade:** The Town is still investigating sign costs from two vendors. At this time TM Boa is waiting for more information from Capital Streetscapes. Capital Streetscapes has standard scrolls: <https://capitalstreetscapes.com/products/frames-hardware>. The photo for Thornapple Street (attached) is similar to what they would look like. The font can be highway gothic or something similar and readable.

The Town also has a quote from Shannon Baum with a custom designed scroll.

The costs for replacing signs and poles with standard equipment and no scroll is approximately \$7,200 including labor and material costs. There is \$5,000 in the budget for street signs for FY20. As the Council has eliminated street sign replacement from the FY 21 budget, work on this item has been tabled until later in FY21 or FY22.

### ***Administrative:***

- **Town Hall Status:** Due to the COVID-19 virus, Town Hall is closed to the public and to rentals through the 15<sup>th</sup> of May. There are 8 rentals in June which could be cancelled. TM Boa is working from home for the most part except for essential tasks. The Town has a Zoom account available for Town Council Meetings and committee meetings.
- **Distribution of Masks:** Masks were distributed to residents that requested them. The cost was \$65/box of 50 disposable FDA approved masks. The eight households reimbursed the Town for their masks.
- **A Wider Circle pick up of donations:** This charity is still planning on picking up June 16. This organization will work with the Town to pick up furniture donations from residents. Depending on the quantity/size of items, they can usually pick up curbside from 12 homes. Residents need to contact A Wider Circle (301-608-3504 or [furnish@awidercircle.org](mailto:furnish@awidercircle.org)) by close of business June 9<sup>th</sup> to let them know about pick up. Residents are encouraged to contact A Wider Circle as early as possible as the truck often fills before the deadline (either 12 pick-ups or full truck). Residents need to have items at the curb by 9:00 a.m. on the 16th.
- **Census:** As of May 5, 77% of Glen Echo residents had reported compared with 60% of Marylanders. There is still time to respond. TM Boa sent some reminders via Constant Contact.

**Social:**

- **Summer Picnic/Founder's Day/Pie Baking Contest:** The Council discussed switching to a new theme for the food, something Maryland style like fried chicken and crab bites. In addition, there could be some kid friendly food. The Council agreed that July 19 from 5-7pm is the tentative date. The Council stipulated that the cost of food should be in line with the previous Summer Picnic events. The Livable Community Committee will review possible catering options that TM Boa has investigated however the event may not go forward due to budget constraints and COVID-19 restrictions.

**OTHER BUSINESS**

**Update on Environmental Committee:** Report attached.

**Update on Livable Community Committee: CM Wilson**

The Committee held a Zoom get together for residents on April 26. Founder's Day is moved to the date of the Summer Picnic (proposed for July 19).

**OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:**

Mayor Polak announced an opportunity for comments by the residents. There were no comments.

**ADJOURNMENT:**

Motion to adjourn: CM Stiglitz; 2<sup>nd</sup> CM Costello. All in favor. Meeting Adjourned 10:45 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: Willem Polak  
Mayor, Willem Polak

Date: 6/5/2020

**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: April 8, 2020**

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The status of the Vassar Circle development, as of Wednesday, May 6, 2020, is that the final mill and overlay paving of the entire circle has been completed. A significant area of roadway base repair was also made, as part of the final paving work. The work was performed by A.B. Veirs & Sons, Inc., a seventy three year old Montgomery County paving company which is still run by the Veirs family. The work was done in three days, being completed on April 30th.

Extensive base repair was also included in this work. While planning this work, several areas of the existing roadway surface were identified as deteriorated, with an "alligatoring" surface, indicating a failed, and unstable roadway base. With the roadway surface milled, the condition of the base was then visible, showing more than expected of an inadequate base structure. The areas were marked, and on the second day of the operation, the areas identified were milled an additional four inches, with a four inch asphalt base put back in place.

From the various excavation activity over the duration of this project, and from what was learned during the mill and pave operation, it is likely that the first paved road of Vassar Circle, was a placement of one to two inch round "river stone", placed on the existing dirt roadway ground, and sealed with a tar binder. This paved area was likely only 12 to 15 feet wide, and over the years was widened, and overlaid with additional forms of asphalt paving. With age, and a greater volume of heavier traffic, in areas where that original base was not very thick, it failed. The areas that were removed were loose stone, with little or no binder remaining. The finished roadway is now a surface which should last 15 to 20 years before repaving will be needed again.

Remaining work for the Vassar Circle right-of-way includes the installation of the concrete driveway aprons at each of the three additional undeveloped lots. For each lot, the driveway location will serve as its construction entrance, and the apron can not be installed until most of the work on the lot is complete, to prevent damage to the apron. Additional work includes fire lane "no parking" curb painting and signage.

Very little work progress is evident at #4 Vassar Circle, the house currently under construction. Trash and debris has been cleaned up, and the port-a-john has been removed. The site is still awaiting completion of the landscape infiltration facility, final grading, soil stabilization, and landscaping. A fence, for which a County and a Town permit was issued, is not yet in place.



A cross-section of an adequate base and surface.



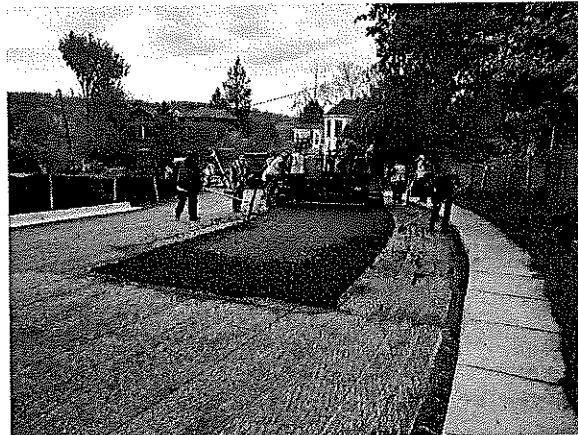
A cross-section of an inadequate base.



Loose stone and rubble of inadequate base.



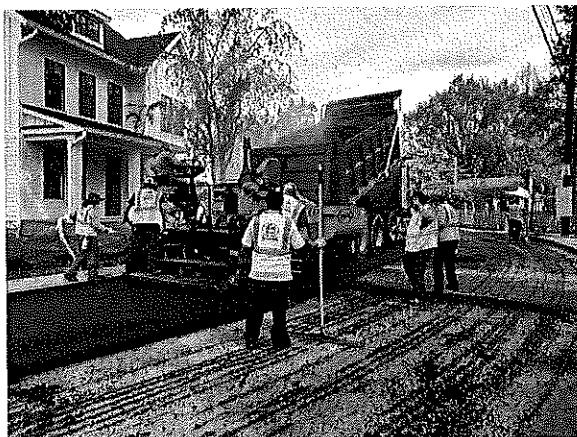
Inadequate base milled away.



Base repair paving underway.



Base paving rolled out.



Final surface paving underway.



Completed roadway surface completed.

**Town of Glen Echo**  
**Revenue/Expenses Actual vs Budget**  
July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
01. Real Estate Property Tax	132,761	130,000	2,761	102%
02. Personal Property				
02.1 Corporate	1,262	2,000	-738	63%
02.2 Unincorporated	0	100	-100	0%
02.3 Public Utility	18,854	22,000	-3,146	86%
<b>Total 02. Personal Property</b>	<b>20,116</b>	<b>24,100</b>	<b>-3,984</b>	<b>83%</b>
03. State Income Tax	84,691	115,000	-30,309	74%
04. Highway	7,540	16,643	-9,103	45%
05. License/Permits				
05.1 Admissions & Amusement	1,150	300	850	383%
05.2 Build Perm	1,400	1,000	400	140%
<b>Total 05. License/Permits</b>	<b>2,550</b>	<b>1,300</b>	<b>1,250</b>	<b>196%</b>
06. Rental Inc				
06.1 Post Off.	23,924	31,899	-7,975	75%
06.2 T H Rental	7,875	12,000	-4,125	66%
06.3 Parking Lot--Tulane	3,600	3,600	0	100%
<b>Total 06. Rental Inc</b>	<b>35,399</b>	<b>47,499</b>	<b>-12,100</b>	<b>75%</b>
07. Interest	2,809	1,500	1,309	187%
08. County Revenue Sharing	20,762	20,762	0	100%
09. Cable Franchise	1,701	3,500	-1,799	49%
10. Echo Newsletter				
10.1 Advertisements	3,544	2,000	1,544	177%
10.2 Subscriptions	0	100	-100	0%
<b>Total 10. Echo Newsletter</b>	<b>3,544</b>	<b>2,100</b>	<b>1,444</b>	<b>169%</b>
11 Miscl Revenue				
11.1 Walking Tour Book	16			
11.4 Env Project Restricted Inc	953			
<b>Total 11 Miscl Revenue</b>	<b>969</b>			
<b>Total Income</b>	<b>312,842</b>	<b>362,404</b>	<b>-49,562</b>	<b>86%</b>
<b>Expense</b>				
Reconciliation Discrepancies		234		
20 Payroll				
20.1 Salary	45,241	52,300	-7,059	87%
20.2 Employer Taxes	3,492	4,500	-1,008	78%
20.3 Staff Training	716	2,000	-1,284	36%
<b>Total 20 Payroll</b>	<b>49,449</b>	<b>58,800</b>	<b>-9,351</b>	<b>84%</b>
21 Professional Services				
21.1. Auditor	7,327	8,000	-673	92%
21.2. Legal				
21.21 Town Attorney	21,724	25,000	-3,276	87%
21.22 Specialized Legal Svcs.	0	10,000	-10,000	0%
<b>Total 21.2. Legal</b>	<b>21,724</b>	<b>35,000</b>	<b>-13,276</b>	<b>62%</b>

**Town of Glen Echo**  
**Revenue/Expenses Actual vs Budget**  
July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
21.4 Oth Prof Svcs	831	5,000	-4,169	17%
21.5 Traffic Study Consultant	1,792	2,000	-208	90%
21.6 Records Ret./Archiving	2,746	5,000	-2,254	55%
21.7 IT Support	880	2,000	-1,120	44%
21.8 Arborist	750	750	0	100%
21.9 Town Engineer/Bld. Insp.	16,564	20,000	-3,436	83%
21.10 Office Temporary Help	430	1,500	-1,070	29%
<b>Total 21 Professional Services</b>	<b>53,044</b>	<b>79,250</b>	<b>-26,206</b>	<b>67%</b>
<b>22. Fixed Op Ex</b>				
22.1 Office & TH Utilities				
22.11 Electrical	1,744	2,100	-356	83%
22.12 Gas	777	1,200	-423	65%
22.13 Telephone/Internet	2,425	3,200	-775	76%
22.14 WSSC	766	1,200	-434	64%
<b>Total 22.1 Office &amp; TH Utilities</b>	<b>5,712</b>	<b>7,700</b>	<b>-1,988</b>	<b>74%</b>
22.2 Office				
22.21 Office Supplies	1,019	2,500	-1,481	41%
22.22 Software/Domain	1,101	1,500	-399	73%
22.23 Copier Rental	1,316	1,500	-184	88%
<b>Total 22.2 Office</b>	<b>3,436</b>	<b>5,500</b>	<b>-2,064</b>	<b>62%</b>
22.3 Bank Fees	308	250	58	123%
22.4 Website	342	3,000	-2,658	11%
22.5 Ins & Bond	2,261	3,000	-739	75%
22.6 Dues, Subs., Conf.	3,521	5,000	-1,479	70%
22.7 Admin				
22.71 Admin. Payroll Fee	1,667	1,500	167	111%
22.72 Flyer Delivery Charges	100	300	-200	33%
22.73 Miscl. Admin Fee	588	1,000	-412	59%
22.7 Admin - Other	45	0	45	100%
<b>Total 22.7 Admin</b>	<b>2,400</b>	<b>2,800</b>	<b>-400</b>	<b>86%</b>
22.8 Echo	1,827	3,200	-1,373	57%
22.9 Town Hall				
22.91 TH Supplies	2,228	2,250	-22	99%
22.92 TH Cleaning Service	2,610	3,500	-890	75%
22.93 TH Maintenance	2,880	4,000	-1,120	72%
22.94 TH Elevator Maintenance	425	1,600	-1,175	27%
22.9 Town Hall - Other	195	0	195	100%
<b>Total 22.9 Town Hall</b>	<b>8,338</b>	<b>11,350</b>	<b>-3,012</b>	<b>73%</b>
22.11 T H Improv	1,000	1,000	0	100%
22.12 Office Furniture & Equip.	274	2,000	-1,726	14%
<b>Total 22. Fixed Op Ex</b>	<b>29,419</b>	<b>44,800</b>	<b>-15,381</b>	<b>66%</b>
<b>23 Streets</b>				
23.1 Streetlights	7,149	9,500	-2,351	75%
23.2 Street Sweeping	1,120	4,000	-2,880	28%

**Town of Glen Echo**  
**Revenue/Expenses Actual vs Budget**  
July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
23.3 Street Signs	0	5,000	-5,000	0%
23.4 Stormwater Projects	0	20,000	-20,000	0%
23.5 Street Repair	0	15,000	-15,000	0%
23.6 Sidewalk Repair	0	5,000	-5,000	0%
<b>Total 23 Streets</b>	<b>8,269</b>	<b>58,500</b>	<b>-50,231</b>	<b>14%</b>
<b>24 Town Services</b>				
24.1 Community Contribution	4,000	4,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	8,612	7,500	1,112	115%
24.22 Town Right of Way	3,732	7,200	-3,468	52%
24.23 Environmental Imp Project	5,000	5,000	0	100%
<b>Total 24.2 Landscape</b>	<b>17,344</b>	<b>19,700</b>	<b>-2,356</b>	<b>88%</b>
24.3 Snow Removal	3,516	25,000	-21,484	14%
24.4 Refuse/Recycling	32,811	40,000	-7,189	82%
24.5 Town Trees				
24.51 Town Tree Pruning	0	3,000	-3,000	0%
24.52 Town Tree Removal	2,250	5,000	-2,750	45%
<b>Total 24.5 Town Trees</b>	<b>2,250</b>	<b>8,000</b>	<b>-5,750</b>	<b>28%</b>
24.6 Leaf Removal	12,300	15,600	-3,300	79%
24.7 Community Events	6,557	8,500	-1,943	77%
<b>Total 24 Town Services</b>	<b>78,778</b>	<b>120,800</b>	<b>-42,022</b>	<b>65%</b>
<b>Total Expense</b>	<b>219,193</b>	<b>362,150</b>	<b>-142,957</b>	<b>61%</b>
<b>Net Ordinary Income</b>	<b>93,649</b>	<b>254</b>	<b>93,395</b>	<b>36,870%</b>
<b>Net Income</b>	<b>93,649</b>	<b>254</b>	<b>93,395</b>	<b>36,870%</b>

9:08 AM  
05/01/20  
Accrual Basis

**Town of Glen Echo  
Account Balances New**

**As of April 30, 2020**

**Apr 30, 20**

**ASSETS**

**Current Assets**

**Checking/Savings**

PNC - Checking	36,616.00
PNC - Money Market	529,804.98
MD Local Gov't Investment Pool	83,739.22
SunTrust Cash-Checking	21,559.91
SunTrust MM	<u>43,394.91</u>
<b>Total Checking/Savings</b>	<b>715,115.02</b>

**Total Current Assets**

**TOTAL ASSETS**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

**Bond Deposit**

Town Hall Deposit	200.00
Right of Way Bond	5,000.00
Bond Deposit - Other	<u>3,000.00</u>
<b>Total Bond Deposit</b>	<b>8,200.00</b>

**Total Other Current Liabilities**

**Total Current Liabilities**

**Long Term Liabilities**

**Wynne liability**

**Total Long Term Liabilities**

**Total Liabilities**

**TOTAL LIABILITIES & EQUITY**

# Town of Glen Echo

## Revenue/Expenses by Month

**July 2019 through April 2020**

Ordinary Income/Expense	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	TOTAL
<b>Income</b>											
01. Real Estate Property Tax	294	7,726	6,537	50,642	10,489	3,501	44,398	7,380	1,795	0	132,762
02. Personal Property	0	909	0	219	8	990	9	115	17,866	0	20,116
03. State Income Tax	-8,859	8,859	0	11,480	44,606	0	870	24,621	3,113	0	84,690
04. Highway	-768	768	0	0	1,932	2,948	0	0	2,660	0	7,540
05. License/Permits	100	0	0	912	0	50	338	1,000	0	150	2,550
06. Rental Inc	2,833	5,708	0	3,608	3,418	7,657	725	9,017	75	2,358	35,399
07. Interest	-115	181	170	166	180	139	524	717	846	0	2,808
08. County Revenue Sharing	0	0	20,762	0	0	0	0	0	0	0	20,762
09. Cable Franchise	0	0	0	0	851	0	0	850	0	0	0
10. Echo Newsletter	0	0	0	0	0	250	1,782	1,063	450	0	3,545
11. Misc. Revenue	16	0	0	0	0	1,250	0	0	0	-297	969
<b>Total Income</b>	<b>-6,499</b>	<b>24,151</b>	<b>27,469</b>	<b>67,027</b>	<b>61,484</b>	<b>16,785</b>	<b>48,546</b>	<b>44,763</b>	<b>26,805</b>	<b>2,211</b>	<b>312,842</b>
<b>Expense</b>											
Reconciliation Discrepancies	0	234	0	0	0	0	0	0	0	0	234
20 Payroll	3,703	4,528	4,360	6,675	3,465	7,048	4,751	4,981	4,968	4,968	49,447
21 Professional Services	-2,201	4,812	7,355	10,361	6,122	5,253	7,278	5,767	4,029	4,268	53,044
22. Fixed Op Ex	5,187	1,487	2,214	2,738	2,137	2,450	5,162	3,069	4,032	943	29,419
23. Streets	606	1,743	651	694	760	780	819	752	735	727	8,267
24. Town Services	5,633	3,775	4,882	8,610	7,300	11,983	12,258	9,164	3,222	11,952	78,779
<b>Total Expense</b>	<b>12,928</b>	<b>16,579</b>	<b>19,462</b>	<b>29,078</b>	<b>19,784</b>	<b>27,514</b>	<b>30,268</b>	<b>23,733</b>	<b>16,986</b>	<b>22,858</b>	<b>219,190</b>
<b>Net Ordinary Income</b>	<b>-19,427</b>	<b>7,572</b>	<b>8,007</b>	<b>37,949</b>	<b>41,700</b>	<b>-10,729</b>	<b>18,378</b>	<b>21,030</b>	<b>9,819</b>	<b>-20,647</b>	<b>93,652</b>
<b>Net Income</b>	<b>-19,427</b>	<b>7,572</b>	<b>8,007</b>	<b>37,949</b>	<b>41,700</b>	<b>-10,729</b>	<b>18,378</b>	<b>21,030</b>	<b>9,819</b>	<b>-20,647</b>	<b>93,652</b>

**Town of Glen Echo**  
**Expenses by Vendor Summary**

April 2020

	<u>Apr 20</u>
Advance Business Systems	124
Bolt Legal, LLC	2,146
Hughes Landscaping & Supply Co. Inc.	6,934
Joseph F. Toomey Associates, Inc	1,148
Julia Sparacino	975
Key Sanitation, Incorporated	3,200
PEPCO - (streetlights)	830
PNC Bank	209
Print 1 Printing & Copying	68
Stephen Welch	2,115
Verizon - Phone Line	241
Washington Gas	80
<b>TOTAL</b>	<b>18,070</b>

Environmental Committee Report to the Town of Glen Echo Council  
May 11, 2020 Council Meeting

Update on The Nancy Long Bird and Butterfly Garden

The Nancy Long Bird and Butterfly has been planted, although some additional plants will be added by the Environmental Committee, when appropriate, to complete the design at no further cost. It looks rather bare right now which is normal for a new garden. It takes time for the plants to fill in as they grow and as the temperature warms. The bench that will be placed near the Garden has been ordered as well as some of the plaques. One plaque will go on the bench to honor Speke and Julia Wilson for their donation of the bench. The other plaque identifies the Garden as honoring Nancy Long. The general donation plaque has intentionally not been ordered because we hope there will be further donations and we do not want to make the plaque twice. Plant labels have also been ordered and will be placed on the woody and perennial plants. The annuals will have temporary labels since they change every year.

You will observe that this garden will soon flourish and be attractive to an array of birds, butterflies, as well as a variety of pollinators and beneficial insects.

The Environmental Committee hopes to plant some trees along the right-of-way, adjacent to the new garden (towards the MacArthur Blvd. side of the right-of-way), that it is hoping to get for free through PEPCO. The new trees will replace some of the trees that have been removed and are needed to help soak up some of the excess water that runs into the area during heavy rains.

HHS  
May 8, 2020

Resolution No.: 20-03  
Introduced: April 13, 2020  
Adopted:  
Effective Date: July 1, 2020

## THE TOWN OF GLEN ECHO

**SUBJECT:** A RESOLUTION TO APPROVE LEVYING A TAX ON CERTAIN REAL AND PERSONAL PROPERTY UNDER THE PROVISIONS OF SECTION 6-203 OF THE TAX-PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AS AMENDED.

WHEREAS, Maryland Code, Tax-Property Article, Section 6-203, as amended, grants authority to municipal corporations to levy a tax on personal property, land, and improvements thereon, within the municipal corporation;

WHEREAS, the Town of Glen Echo is a municipal corporation within the meaning of Section 6-203 of the Tax-Property Article; and

WHEREAS, pursuant to Section 613 of the Town Charter, the Town Council has the authority to levy a tax on all real and personal property in the Town at the rate determined in accordance with Section 613 of the Town Charter; and

WHEREAS, pursuant to Section 606 of the Town Charter, a public hearing was held for the residents of the Town of Glen Echo on May 21, 2020 after due notice and advertisement of the time and place of the meeting and said notice included the proposed budget for the upcoming fiscal year and the proposed tax rates to be levied upon real and personal property; and

WHEREAS, after due deliberation and consideration of all information and testimony presented to the Town Council, the Town Council finds that the proposed tax rates on real and personal property will serve the best interests of the Town.

NOW, THEREFORE, be it:

**RESOLVED:** That the Town Council of the Town of Glen Echo pursuant to the authority granted by the Town Charter and Section 6-203 of the Tax-Property Article of the Annotated Code of Maryland, hereby levies a tax at the rate of fifteen cents (\$0.15) per One Hundred Dollars of assessable value (fair market value) on real property subject to taxation by the Town; eighty cents (\$0.80) per One Hundred Dollars of assessed value of assessable personal property subject to taxation by the Town; one dollar and fifty cents (\$1.50) per One Hundred Dollars of assessable utility property subject to taxation by the Town; and be it further

**RESOLVED:** That the tax levied hereby be certified to the County Council for Montgomery County, Maryland, and that Montgomery County, Maryland be, and hereby is, authorized and directed to collect and pay over said tax to the Town of Glen Echo; and be it further

RESOLVED: That the Director of Finance for Montgomery County, Maryland be advised on this resolution.

**Attest:**

I hereby attest that the above Resolution was duly adopted by the Town Council on the 21<sup>st</sup> day of May 2020, by a vote of    in favor and    in opposition

Date: \_\_\_\_\_

\_\_\_\_\_, Clerk-Treasurer  
Town of Glen Echo

**Approved:**

Date: \_\_\_\_\_

Willem Polak, Mayor  
Town of Glen Echo

Ordinance No.: 20-04  
Introduced: April 13, 2020  
Adopted: May XX, 2020  
Effective Date: July 1, 2020

## THE TOWN OF GLEN ECHO

### **SUBJECT: AN ORDINANCE TO ADOPT A BUDGET FOR FISCAL YEAR JULY 1, 2020 TO JUNE 30, 2021**

WHEREAS, Local Government Article, Section 5-202 of the Maryland Code grants to the legislative body of every incorporated municipality in Maryland, including the Town of Glen Echo, general power to pass such ordinances not contrary to the Constitution of Maryland, or public general law, as they may deem necessary in order to assure that good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience for the citizens of the municipality;

WHEREAS, Maryland Code, Tax-Property Article, Section 6-203, as amended, grants authority to municipal corporations to levy a tax on personal property, land, and improvements thereon, within the municipal corporation;

WHEREAS, Maryland Code, Local Government Article, Section 5-205, as amended, authorizes the legislative body of each municipal corporation in the State of Maryland to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants;

WHEREAS, Sections 413 and 415 of the Charter of the Town of Glen Echo authorize the Town Council to pass ordinances not contrary to the Constitution and laws of the State of Maryland or the Charter of the Town of Glen Echo;

WHEREAS, Section 414(5) of the Charter of the Town of Glen Echo authorizes the Town Council to appropriate municipal moneys for any purpose within the powers of the Town Council, and Section 613 of the Charter, authorizes the Town Council to levy a tax on all real and personal property in the Town at the rate determined in accordance with Section 613 of the Town Charter; and

WHEREAS, the Town Council introduced the following Ordinance in public session assembled on the 13<sup>th</sup> day of April 2020;

WHEREAS, the Town Council, after proper notice to the public, considered the following Ordinance at a public hearing held on the XX of day of May 2020;

WHEREAS, prior to adopting this Ordinance, the Town Council held public meetings on March 9, April 13, and May XX, 2020 to discuss and adopt tax rates for the forthcoming fiscal year and, by the attached resolution, adopted tax rates for the forthcoming fiscal year; and

WHEREAS, the Town Council finds that the Ordinance as hereinafter set forth is necessary in order to assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the citizens of the Town, and otherwise advantageous and beneficial to the Town.

NOW THEREFORE, the Town Council does hereby adopt the foregoing Ordinance:

BE IT ORDAINED AND ORDERED, this xx<sup>th</sup> day of May 2020, by the Town Council, acting under and by virtue of the authority given it by the Maryland Code and the Town Charter, that the attached Budget be and is hereby adopted.

AND BE IT FURTHER ORDAINED AND ORDERED, by the Town Council, acting under and by virtue of the authority granted to it by the Maryland Code and the Town Charter, that:

- (1) Pursuant Maryland Code, Local Government Article, Section 5-205(b)(4), the Town Council may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated in the attached budget if approved by a two-thirds vote of the Town Council;
- (2) If any part or provision of this Ordinance is declared by a court of competent jurisdictions to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and
- (3) This Ordinance shall take effect on the 1<sup>st</sup> day of July 2020.

**Attest:**

I hereby attest that the above Ordinance was duly adopted by the Town Council on the XX<sup>th</sup> day of May 2020, by a vote of \_\_\_\_ in favor and \_\_\_\_ in opposition.

Date: \_\_\_\_\_

\_\_\_\_\_  
Town Manager/Clerk-Treasurer  
Town of Glen Echo

**Approved:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Willem Polak, Mayor  
Town of Glen Echo