

**The Town of
GLEN ECHO
Chartered 1904**

**Town Hall • 6106 Harvard Avenue • Glen Echo • Maryland 20812 • (301) 320-4041
townhall@glenecho.org**

**TOWN COUNCIL MEETING MINUTES
July 13, 2020
Held Virtually Via Zoom**

CALL TO ORDER: MAYOR WILLEM POLAK. 7:02 PM

Present: Mayor: Willem Polak.

Councilmembers: (CM) Dia Costello, Dan Speelman, Matt Stiglitz, and Julia Wilson.

Town Manager: (TM) Beth Boa.

Residents: Gloria Levin (University Ave), Emily Parsons (The Echo).

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

Mayor Polak opened the meeting with an opportunity to take comments from the residents. There were no comments.

ACTION ON JUNE 8, 2020 COUNCIL MEETING MINUTES:

Minutes of the June 8, 2020 Council meeting were approved as amended.

Motion to Approve as Amended: CM Wilson; 2nd CM Stiglitz. Approved 4-0.

ACTION ON JULY 1, 2020 COUNCIL WORK SESSION MINUTES:

Minutes of the July 1, 2020 Council meeting were discussed. TM Boa will revise minutes and they will be reviewed at the next Council Meeting.

FINANCIAL REPORT FOR THE MONTH OF JUNE:(copy attached). TM BOA

The month of June was an ordinary month as far as revenues and expenses.

Revenues:

- **Income Tax**-The Town received a payment of \$20,275.01 in income tax for the June disbursement. The Town's actual income tax receipts have exceeded original projections by almost \$15,000. A total of \$129,587 was received in FY 2020 and the budgeted amount was \$115,000.
- **Highway User Revenue**-The Town received \$1,922 in Highway User Revenue, which is currently at 83% of the budgeted State Highway User revenues. More revenue may come in for this FY. The lower revenues are due to decreased titling and taxes due to COVID.

Expenses:

- **Bolt Legal:** Of the \$5,542 in legal expenses this month 90% was allocated to parking issues on Vassar Circle and 10% was for the draft Stormwater Code Amendment.

- **Joseph F. Toomey Associates:** Engineering costs were \$1,655 for the month of June; 54% of this was for Vassar Circle and the remainder was for Wellesley Circle sidewalk remediation.
- **Other Financial Business:** The Town was invoiced \$8,750 by AB Veirs for the sidewalk work at Wellesley Circle, significantly lower than the original bid of \$15,950. This bid had included repair of asphalt which was not necessary. Thanks to Joe Toomey who oversaw the work, making sure it was completed to the specs and did not damage the asphalt. This oversight was invoiced at \$765 and saved the Town \$6,435.

Banking Activity:

- The **FY20 bank balance** is \$707,843 compared to the same time period in FY19 (\$613,511).
- **SunTrust Money Market and Checking accounts** were closed by TM Boa; all funds are now deposited to PNC Bank.

OPERATIONS REPORT: Infrastructure; Administrative; Social: TM BOA

Town Operations and Activities during the month of June include:

Infrastructure Issues:

- **Painting Town Hall rear staircase:** The staircase was painted the last week of June. The cost was \$1,750. There is \$1,000 in the Town Hall Improvement budget for FY 2020.
- **Parking Plan for Vassar:** Resolution 20-06 A Resolution To Amend The No-Parking Plan For Vassar Circle has been sent to Dr. Labaw and MC DPS and has replaced the Fire Lane Order from 2016. The Town has ordered the “no parking” signs for Vassar Circle and will have them installed when they arrive this month.
- **Tree Branch Fell on Vassar:** On July 7, a storm caused a major branch to fall across Vassar Circle at #3. Pepco was called and responded quickly as the branch was across wires. Hughes Landscaping removed the debris after Pepco took down the branch. The tree is on private property and may be taken down.

Administrative:

- **Town Hall Status:** Due to the COVID-19 virus, Town Hall is closed to the public and to rentals. The Town has a Zoom account available for Town Council Meetings and committee meetings. TM Boa has researched pricing for disinfecting Town offices and Town Hall. The Town has received proposals ranging from \$365 - \$1000 each treatment. The Town can apply to FEMA and/or the County to cover the costs of this treatment.
- **Audit:** TM Boa will begin preparing documents for the Town’s audit with LSWG.
- **MML Conference (Virtual):** TM Boa and Mayor Polak attended the virtual MML conference on June 29-30. There were interesting sessions on public engagement and employment issues.
- **Dell Laptop:** The Town laptop has persistently had issues such as shutting down with no warning while in use. Dell is replacing the laptop at no charge to the Town.
- **New Magnets:** Thank you to Mallory Polak for updating / designing the new trash magnets for residents. Thank you to Eliana Boyar for delivering them.

- **Town Directory:** Thank you to Mary Parsons and Patty Sieber for their work on a new edition of the Town directory.
- **Voter Rolls:** TM Boa worked with resident Jan Shaut to update voter rolls for the County.
- **Invoicing for Echo Ads:** TM Boa will begin invoicing advertisers for the new FY's Echo Ads, so that it is easier to keep track of the revenue. Thank you Patty Sieber for being the Echo Advertising representative and helping me with this process.
- **Montgomery History Donation:** The Town donated duplicate copies of the Echo and a box of items from Potomac Valley League (now defunct) to Montgomery History.

OTHER BUSINESS

- **Glen Echo Environmental Committee:** Holly Shimizu, Chair of this committee submitted a report (attached). A dedication of the garden will be held in the future after COVID and hopefully with Nancy Long in attendance. The Council asked Emily Parsons (Echo Editor) to send them Nancy Long's phone number so they can call her.
- **Landscaping equipment and Noise Levels in the Town:** The Council discussed the noise disturbance levels of gas powered leaf blowers being used while residents are at home working during the week. The Town follows the County rules (hours and decibels) for noise disturbance. Some Towns locally are going to require electric leaf blowers. Mayor Polak will address the issue by sending a reminder to residents about the County noise rules.
- **Glen Echo Park Partnership for Arts and Culture, Inc.:** Continuation of Mayor Polak as a Board Member on this committee was approved with a Motion to Approve: CM Stiglitz; 2nd CM Wilson. Approved 4-0.
- **Storm drain grate repair at 6105 Bryn Mawr.** Mayor Polak will contact Hughes Landscaping about welding a broken storm drain grate at 6105 Bryn Mawr.
- **August Council Meeting.** The Council discussed whether to have a Council Meeting on August 10. If there is nothing urgent on the agenda, the meeting will not be held. Mayor Polak will inform the Council and The Echo editor Emily Parsons in the next two weeks. (The Council later decided not to hold this meeting.)

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

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

ADJOURNMENT:

Motion to adjourn: CM Stiglitz; 2nd CM Wilson. All in favor. Meeting Adjourned 8:10 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: Willem Polak
Mayor, Willem Polak

Date: Sept. 15, 2020

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate Property Tax	132,761	130,000	2,761	102%
02. Personal Property				
02.1 Corporate	1,604	2,000	-396	80%
02.2 Unincorporated	0	100	-100	0%
02.3 Public Utility	18,854	22,000	-3,146	86%
Total 02. Personal Property	20,458	24,100	-3,642	85%
03. State Income Tax	129,587	115,000	14,587	113%
04. Highway	12,003	14,437	-2,434	83%
05. License/Permits				
05.1 Admissions & Amusement	1,150	300	850	383%
05.2 Build Perm	1,700	1,000	700	170%
Total 05. License/Permits	2,850	1,300	1,550	219%
06. Rental Inc				
06.1 Post Off.	31,899	31,899	0	100%
06.2 T H Rental	7,850	12,000	-4,150	65%
06.3 Parking Lot--Tulane	3,600	3,600	0	100%
Total 06. Rental Inc	43,349	47,499	-4,150	91%
07. Interest	4,236	1,500	2,736	282%
08. County Revenue Sharing	20,762	20,762	0	100%
09. Cable Franchise	2,526	3,500	-974	72%
10. Echo Newsletter				
10.1 Advertisements	3,794	2,000	1,794	190%
10.2 Subscriptions	0	100	-100	0%
Total 10. Echo Newsletter	3,794	2,100	1,694	181%
11. Miscl Revenue				
11.1 Walking Tour Book	16			
11.4 Env Project Restricted Inc	63	0	63	100%
Total 11. Miscl Revenue	79	0	79	100%
Total Income	372,405	360,198	12,207	103%
Expense				
Reconciliation Discrepancies		234		
20 Payroll				
20.1 Salary	56,780	55,900	880	102%
20.2 Employer Taxes	4,374	4,500	-126	97%
20.3 Staff Training	716	2,000	-1,284	36%
Total 20 Payroll	61,870	62,400	-530	99%
21 Professional Services				
21.1. Auditor	7,327	8,000	-673	92%
21.2. Legal				
21.21 Town Attorney	28,161	30,000	-1,839	94%
21.22 Specialized Legal Svcs.	0	10,000	-10,000	0%
Total 21.2. Legal	28,161	40,000	-11,839	70%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
21.4 Oth Prof Svcs	831	5,000	-4,169	17%
21.5 Traffic Study Consultant	3,584	2,000	1,584	179%
21.6 Records Ref./Archiving	4,076	5,000	-924	82%
21.7 IT Support	985	2,000	-1,015	49%
21.8 Arborist	750	750	0	100%
21.9 Town Engineer/Bld. Insp.	19,794	20,000	-206	99%
21.10 Office Temporary Help	430	1,500	-1,070	29%
Total 21 Professional Services	65,938	84,250	-18,312	78%
22. Fixed Op Ex				
22.1 Office & TH Utilities				
22.11 Electrical	1,903	2,100	-197	91%
22.12 Gas	885	1,200	-315	74%
22.13 Telephone/Internet	2,927	3,200	-273	91%
22.14 WSSC	864	1,200	-336	72%
Total 22.1 Office & TH Utilities	6,579	7,700	-1,121	85%
22.2 Office				
22.21 Office Supplies	1,691	2,500	-809	68%
22.22 Software/Domain	1,507	1,500	7	100%
22.23 Copier Rental	1,440	1,500	-60	96%
Total 22.2 Office	4,638	5,500	-862	84%
22.3 Bank Fees	72	250	-178	29%
22.4 Website	346	3,000	-2,654	12%
22.5 Ins & Bond	2,261	3,000	-739	75%
22.6 Dues, Subs., Conf.	3,876	5,000	-1,124	78%
22.7 Admin				
22.71 Admin. Payroll Fee	1,996	2,000	-4	100%
22.72 Flyer Delivery Charges	100	300	-200	33%
22.73 Miscl. Admin Fee	588	1,000	-412	59%
22.7 Admin - Other	104	0	104	100%
Total 22.7 Admin	2,788	3,300	-512	84%
22.8 Echo	1,984	3,200	-1,216	62%
22.9 Town Hall				
22.91 TH Supplies	2,258	2,250	8	100%
22.92 TH Cleaning Service	2,610	3,500	-890	75%
22.93 TH Maintenance	3,210	4,000	-790	80%
22.94 TH Elevator Maintenance	850	1,600	-750	53%
22.9 Town Hall - Other	195	0	195	100%
Total 22.9 Town Hall	9,123	11,350	-2,227	80%
22.110 T H Improv	1,000	1,000	0	100%
22.120 Office Furniture & Equip	274	2,000	-1,726	14%
Total 22. Fixed Op Ex	32,941	45,300	-12,359	73%
23 Streets				
23.1 Streetlights	8,478	9,500	-1,022	89%
23.2 Street Sweeping	1,120	4,000	-2,880	28%

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

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
23.3 Street Signs	0	5,000	-5,000	0%
23.4 Stormwater Projects	8,750	20,000	-11,250	44%
23.5 Street Repair	17,107	17,107	0	100%
23.6 Sidewalk Repair	0	5,000	-5,000	0%
Total 23 Streets	35,455	60,607	-25,152	59%
24 Town Services				
24.1 Community Contribution	4,000	4,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	6,910	7,500	-590	92%
24.22 Town Right of Way	7,124	7,200	-76	99%
24.23 Environmental Imp Project	5,000	5,000	0	100%
Total 24.2 Landscape	19,034	19,700	-666	97%
24.3 Snow Removal	3,736	4,000	-264	93%
24.4 Refuse/Recycling	39,211	40,000	-789	98%
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%
Total 24.5 Town Trees	2,250	8,000	-5,750	28%
24.6 Leaf Removal	12,300	15,600	-3,300	79%
24.7 Community Events	6,557	8,500	-1,943	77%
Total 24 Town Services	87,088	99,800	-12,712	87%
Total Expense	283,526	352,357	-68,831	80%
Net Ordinary Income	88,879	7,841	81,038	1,134%
Net Income	88,879	7,841	81,038	1,134%

Town of C'en Echo

Revenue/Expenses by Month

July 2019 through June 2020

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	TOTAL
Ordinary Income/Expense													
Income													
01. Real Estate Property Tax	294	7,726	6,537	50,642	10,489	3,501	44,398	7,380	1,795	0	0	0	132,762
02. Personal Property	0	909	0	219	8	990	9	115	17,866	0	7	335	20,458
03. State Income Tax	-8,859	8,859	0	11,480	44,606	0	870	24,621	3,113	0	24,621	20,275	129,586
04. Highway	-768	768	0	0	1,932	2,948	0	0	2,660	0	2,540	1,923	12,003
05. License/Permits	100	0	0	912	0	50	338	1,000	0	150	0	300	2,850
06. Rental Inc	2,833	5,708	0	3,608	3,418	7,657	725	9,017	75	2,358	5,317	2,633	43,349
07. Interest	-115	181	170	166	180	139	524	717	846	731	671	26	4,236
08. County Revenue Sharing	0	0	20,762	0	0	0	0	0	0	0	0	0	20,762
09. Cable Franchise	0	0	0	0	851	0	0	850	0	0	825	0	2,526
10. Echo Newsletter	0	0	0	0	0	250	1,782	1,063	450	0	0	250	3,795
11. Misc'l Revenue	16	0	0	0	0	1,250	0	0	0	-297	-731	-160	78
Total Income	-6,499	24,151	27,469	67,027	61,484	16,785	48,646	44,763	26,805	2,942	33,250	25,582	372,405
Expense													
Reconciliation Discrepancies	0	234	0	0	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	7,453	4,968	61,868
21 Professional Services	-2,201	4,812	7,355	10,361	6,122	5,253	7,278	5,767	4,029	4,268	2,469	10,425	65,938
22. Fixed Op Ex	5,187	1,487	2,214	2,738	2,137	2,450	5,162	3,069	4,032	1,912	1,481	1,072	32,941
23 Streets	606	1,743	651	694	760	780	819	752	735	727	17,784	9,402	35,453
24 Town Services	5,633	3,775	4,882	8,610	7,300	11,983	12,258	9,164	3,222	11,952	4,192	4,118	87,089
Total Expense	12,928	16,579	19,462	29,078	19,784	27,514	30,268	23,733	16,986	23,827	33,379	29,985	283,523
Net Ordinary Income	-19,427	7,572	8,007	37,949	41,700	-10,729	18,378	21,030	9,819	-20,885	-129	-4,403	88,882
Net Income	-19,427	7,572	8,007	37,949	41,700	-10,729	18,378	21,030	9,819	-20,885	-129	-4,403	88,882

9:03 AM
07/01/20
Accrual Basis

**Town of Glen Echo
Account Balances New**

As of June 30, 2020

Jun 30, 20

ASSETS

Current Assets

Checking/Savings

PNC - Checking	36,757.63
PNC - Money Market	587,453.38
MD Local Gov't Investment Pool	83,866.02
SunTrust Cash-Checking	-233.28
SunTrust MM	-0.18
Total Checking/Savings	707,843.57

Total Current Assets

TOTAL ASSETS

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Bond Deposit

Town Hall Deposit	200.00
Right of Way Bond	2,500.00
Bond Deposit - Other	3,000.00
Total Bond Deposit	5,700.00

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
Expenses by Vendor Summary
June 2020

	<u>Jun 20</u>
A.B. Viers	8,750
Bolt Legal, LLC	5,543
Digital Handyman, Inc	105
Hughes Landscaping & Supply Co. Inc.	918
Joseph Cutro, P.E.	1,792
Joseph F. Toomey Associates, Inc	1,655
Julia Sparacino	1,330
Key Sanitation, Incorporated	3,200
Maryland Mayor's Association	60
MCCMA	150
PEPCO - (streetlights)	732
PNC Bank	569
Verizon - Phone Line	252
Washington Gas	41
TOTAL	<u>25,097</u>

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To: Mayor and Council

From: Holly Shimizu, Chair, Environmental Committee

Date: 7/10/2020

RE: Environmental Committee Report for Council for June 2020

Update on the new Garden, bench, and Sustainable Maryland

The new Nancy Long Bird and Butterfly Garden has been planted. The new bench, donated by Julia and Speke Wilson, has been installed and placed for Garden viewing. The plaque to acknowledge donors has not been made yet because donations are still coming in. Two new trees, that were obtained free through the PEPCO/Arbor Day program, have been planted along the Trolley right-of-way where trees were recently removed.

The Sustainable Maryland Program, which is based at the University of Maryland, is providing technical assistance for us to create a Sustainability Resources web page that would be added to the Town's web site. A student from the University of Maryland will be working (as a volunteer) with Beth Boa and Holly Shimizu to create the web site. As examples, it will include information on sustainable activities by Glen Echo, rain gardens, native plants, as well as Montgomery County resources.