

**The Town of  
*GLEN ECHO*  
Chartered 1904**

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

**TOWN COUNCIL MEETING MINUTES**

**December 14, 2020  
Held Virtually Via Zoom**

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

**PRESENT**

**Mayor:** Willem Polak.

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

**Town Manager:** (TM) Beth Boa.

**Attorney:** Ron Bolt

**Residents:** Thom Amdur (Bryn Mawr Ave), Justin Ellis (Princeton Ave), Emily Parsons (The Echo), Cathie Polak (Princeton Ave), Jan Shaut (Harvard Ave)

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

Mayor Polak offered an opportunity to take comments from the residents. There were no comments.

**COUNCIL MEETING MINUTES: ACTION ON NOVEMBER 9, 2020 MEETING**

Minutes of the November 9, 2020 Council meeting were approved.

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

**UPDATE ON ELECTION 2021:**

Attorney Ron Bolt addressed the Council regarding the May 2021 Council and Mayor election. Due to Covid-19, the Maryland governor put forth an executive order allowing Towns to alter elections to hold them safely. The Town charter requires that polls be open from 5-9pm on Election Day. The Council and Election Supervisor Jan Shaut decided that absentee ballots can be provided to anyone that asks and that the election can be held outside with social distancing between judges using tents as necessary.

**LED STREETLIGHT UPDATE (attached):** Attorney Ron Bolt informed the Council that Pepco recently filed a rate case with the Public Service Commission to raise rates to allow the company to convert streetlights in its service area to LEDs. This rate case will apply to municipalities as well as unincorporated areas of the County. The conversion will not take place until 2022 at the earliest. The Town was not able to get Pepco to commit to what it would cost to convert now. CM Costello will visit nearby municipalities and get photos of their LED streetlights after more examples are installed locally.

**RESOLUTION 20-07: RESOLUTION TO ADOPT STANDARD PERMIT CONDITIONS AND CONSTRUCTION SITE PROTOCOL (attached):**

The attached resolution related to the appearance and conditions at construction sites within the Town's boundaries reflects the authority the Council has to impose site control protocols on building permits. Changes were suggested by the Council and the resolution will be considered again at the January Council Meeting. The Council requested that Attorney Bolt update the Code so the Mayor can issue a stop work order when deemed necessary. The resolution has been posted on the Town website for residents to review.

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS ON RESOLUTION: There were no comments

**BUILDING UPDATES & OTHER PERMITS:**

TM Boa updated the Council on recent permitting activity.

**6006 Bryn Mawr:** (DPS #933575) Stoop

**7316 University:** Town Variance Decision Recorded in Land Records

**10, 14, 20 Vassar Circle:** County Permits in Process

**4 Vassar Circle:** Screened Porch has been completed/finalized

**OTHER BUSINESS:**

- Donations: A Donation to The Montgomery County Quiet Skies Coalition was discussed. The Montgomery County Quiet Skies Coalition (MCQSC) is a group of concerned citizens and community associations in Montgomery County, Maryland whose daily lives are severely impacted by new flight paths and procedures into and out of Reagan National Airport (DCA). The Council discussed offering Town Hall space for their meetings. The Council discussed the Town's role in donating to causes. A donation was not decided upon. CM Costello will check with other Towns regarding whether they make donations to non-profit and/or mission-based organizations. The Town discussed reassessing making donations in general.

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS ON  
DONATION:

A resident (Bryn Mawr) stated the Town should consider having a standard policy and treat all requests the same.

- Snow Hill: CM Costello will set up the snow hill this week for the impending storm.
- Safety: CM Stiglitz reported on the conversation he had with MCPD Commander Gagen concerning recent Glen Echo Pharmacy robberies. There has also been recent vandalism in Glen Echo Park and overnight security has been hired. The park is closed 6pm-6am. Residents are reminded to lock cars and homes.

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

The month of November was an average month in terms of revenue and expenses.

- Revenue:

The Town received funds from Highway User Revenue of \$1556.24. So far 33% of the annual amount budgeted for this revenue category has been received.

Cable Franchise Fees: The Town received \$657.03 this month for Quarter 1, representing 23% of the annual amount budgeted for this category.

Income Tax receipts The Town received \$51,743 in income tax in November. Income tax total FY21 so far: \$67,465 of \$115,000 budgeted (59% of budget). Total last year FY 20 at the same point: \$56,087 (48% of budget).

- Expenses:

Bolt Legal expense was \$2324.40 for October. 86% was for variance for 7316 University, 5% for enforcement matters, 3% for elections, 2% Pepco rate case on LED Streetlights.

Joseph F. Toomey Associates costs for October were \$450. Of that total amount 30% was for review of the variance for 7316 University, 10% was for preconstruction meeting on 4 Vassar, 20% stormwater meeting with County DOT, 10% permit review for 6004 Princeton, 10% for review of right of way report, 20% for review of 6006 Bryn Mawr building plans.

Audit expenses paid by the Town to LSWG were \$750 in November; the Town has paid the audit expenses in full for the year, totaling \$7,250.

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

**BUDGET AMENDMENTS:**

- 22.110 Town Hall Improvements: Town has spent \$1750 to have back stairs of Town Hall painted. The budget was for \$1000. Requesting budget amendment of \$750.
- 21.5 Traffic Consultant: The Town has spent \$1632 of \$1000 budgeted. Request budget amendment of additional \$632. This was for expenses around Vassar Circle sign installation and consulting on the addition of Montgomery County street signs along MacArthur Blvd.

**Motion to Approve the Budget Amendments:** 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 November include:

***Social:***

- **Santa Visit by Glen Echo Fire Department:** Is scheduled for December 17. All residents are asked to wave from your houses and not to congregate with other families on sidewalks or intersections. Unlike past visits, there will be no contact with Santa – no tossing of candy to the kids and no collection of checks for the Glen Echo Fire Department.
- **Manna Food Donation:** Town residents donated non-perishable foods which were dropped off at Manna Food.

***Infrastructure Issues:***

- **Bryn Mawr Water Main Break:** On November 29, a water main broke on Bryn Mawr. The area has been repaired and has a temporary asphalt patch. The Town has asked WSSC whether all water

lines can be replaced through Town as this is the third water main break in a little over a year (August 2019 Bryn Mawr and Yale Aves had breaks; February 2019 a break on Columbia Ave). TM Boa and Mayor Polak met with WSSC representatives 12/8 to discuss road repairs. Road repairs began December 10.

- **Curb at 7325 University Ave:** The curb was crumbling at this location. A B Veirs fixed 20 linear feet (affected area) on November 20. The cost was \$2900.

**Administrative:**

- **Irish Inn Postings:** The Irish Inn has been requesting that the Town send out information on its special events/holiday menus. The Council does not support the Town doing so.
- **No Trash Collection:** On Friday Dec. 25 and Friday January 1 there will be no trash pick-up. The next pick-ups will be on the following Tuesdays.
- **Thrive Montgomery 2050:** TM Boa and Mayor Polak joined a call with municipalities and the Montgomery County Planning Board to discuss the plan. Planners responded to questions that were also included in a letter earlier this fall. The Planning Board will hold work sessions for the plan through winter 2020 and will respond to written comments in those sessions.
- **County Council Introduces ZTA (Zoning Text Amendment) 20-07:** The County Council may seek to use the zoning text amendment process to "rethink" single-family zoning, as part of the Thrive Montgomery initiative. However the County Council is seeking to do so even sooner than proposed in the initiative. ZTA 20-07 was presented at the County Council meeting on 12/8/20. As proposed by this ZTA, R-60 lots within 1 mile of a Metro station would be eligible for duplexes, townhouses, and multi-family structures, provided existing height, setback, lot size, and parking requirements are met. Lots within ½ mile of a Metro station would not have to comply with the County's stricter rule for lot coverage for infill development. Also, minimum parking requirements would be decreased (e.g., a duplex currently must have 4 spaces, but would need only 2 spaces under the ZTA). As the Town is not located within 1 mile of a Metro station, the Town is unaffected, for the time-being.
- **Town Hall closed Christmas Eve, Christmas Day and New Year's Day.**

**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; 2<sup>nd</sup> CM Costello. All in favor. Meeting Adjourned 10:00 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: Willem Polak  
Mayor, Willem Polak

Date: 11/4/2021

**Town of Glen Echo**  
**Revenue/Expenses by Month**

July through November 2020  
 Jul 20 Aug 20 Sep 20 Oct 20 Nov 20 TOTAL

**Ordinary Income/Expense**

<b>Income</b>		Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	<b>TOTAL</b>
01. Real Estate Property Tax	0	10,052	5,374	54,656	9,123	79,205	
02. Personal Property	0	0	381	47	81	509	
03. State Income Tax	-247	247	0	15,722	51,743	67,465	
04. Highway	0	0	3,262	161	1,556	4,979	
05. License/Permits	-113	188	0	100	300	475	
06. Rental Inc	0	6,258	2,658	2,658	2,658	14,232	
07. Interest	56	39	46	24	11	176	
08. County Revenue Sharing	20,762	0	0	0	0	20,762	
09. Cable Franchise	-812	812	0	0	817	817	
10. Echo Newsletter	0	0	4,425	0	0	4,425	
11 Miscl Revenue	350	0	0	50	50	450	
<b>Total Income</b>	<b>19,996</b>	<b>17,596</b>	<b>16,146</b>	<b>73,418</b>	<b>66,339</b>	<b>193,495</b>	
<b>Expense</b>							
Reconciliation Discrepancies	0	0	-3,262	0	0	-3,262	
20 Payroll	4,968	4,968	5,918	7,453	2,484	25,791	
21 Professional Services	-125	2,979	4,558	5,828	4,112	17,352	
22. Fixed Op Ex	5,188	3,743	1,098	2,476	1,908	14,413	
23 Streets	-1,595	3,202	636	659	749	3,651	
24 Town Services	3,234	7,688	5,988	3,872	3,772	24,554	
<b>Total Expense</b>	<b>11,670</b>	<b>22,580</b>	<b>14,936</b>	<b>20,288</b>	<b>13,025</b>	<b>82,499</b>	
<b>Net Ordinary Income</b>	<b>8,326</b>	<b>-4,984</b>	<b>1,210</b>	<b>53,130</b>	<b>53,314</b>	<b>110,996</b>	
<b>Net Income</b>	<b>8,326</b>	<b>-4,984</b>	<b>1,210</b>	<b>53,130</b>	<b>53,314</b>	<b>110,996</b>	

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

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
01. Real Estate Property Tax	79,206	136,743	-57,537	58%
02. Personal Property				
02.1 Corporate	385	2,000	-1,615	19%
02.2 Unincorporated	124	100	24	124%
02.3 Public Utility	0	22,000	-22,000	0%
Total 02. Personal Property	509	24,100	-23,591	2%
03. State Income Tax	67,465	115,000	-47,535	59%
04. Highway	4,980	15,301	-10,321	33%
05. License/Permits				
05.1 Admissions & Amusement	0	300	-300	0%
05.2 Build Perm	475	5,000	-4,525	10%
Total 05. License/Permits	475	5,300	-4,825	9%
06. Rental Inc				
06.1 Post Off.	10,633	31,899	-21,266	33%
06.2 T H Rental	0	3,000	-3,000	0%
06.3 Parking Lot--Tulane	3,600	3,600	0	100%
Total 06. Rental Inc	14,233	38,499	-24,266	37%
07. Interest	176	1,500	-1,324	12%
08. County Revenue Sharing	20,762	20,762	0	100%
09. Cable Franchise	817	3,500	-2,683	23%
10. Echo Newsletter				
10.1 Advertisements	4,425	2,000	2,425	221%
10.2 Subscriptions	0	100	-100	0%
Total 10. Echo Newsletter	4,425	2,100	2,325	211%
11 Miscl Revenue				
11.1 Walking Tour Book	25			
11.4 Env Project Restricted Inc	425	1,250	-825	34%
11 Miscl Revenue - Other	0	20	-20	0%
Total 11 Miscl Revenue	450	1,270	-820	35%
Total Income	193,498	364,075	-170,577	53%
<b>Expense</b>				
Reconciliation Discrepancies	-3,262			
24.8 Wynne Repayment FY21 20 yr	0	305	-305	0%
20 Payroll				
20.1 Salary	23,077	60,000	-36,923	38%
20.2 Employer Taxes	1,765	4,500	-2,735	39%
20.3 Staff Training	950	1,000	-50	95%
Total 20 Payroll	25,792	65,500	-39,708	39%
21 Professional Services				
21.1. Auditor	7,250	8,000	-750	91%
21.2. Legal				
21.21 Town Attorney	4,023	20,000	-15,977	20%

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

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
23.2 Street Sweeping	0	2,500	-2,500	0%
23.4 Stormwater Projects	995	20,000	-19,005	5%
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>3,651</b>	<b>52,000</b>	<b>-48,349</b>	<b>7%</b>
<b>24 Town Services</b>				
24.1 Community Contribution	4,000	4,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	766	7,500	-6,734	10%
24.22 Town Right of Way	3,438	7,200	-3,762	48%
24.23 Environmental Imp Project	0	500	-500	0%
<b>Total 24.2 Landscape</b>	<b>4,204</b>	<b>15,200</b>	<b>-10,996</b>	<b>28%</b>
24.3 Snow Removal	0	25,000	-25,000	0%
24.4 Refuse/Recycling	16,000	40,000	-24,000	40%
24.5 Town Trees				
24.51 Town Tree Pruning	350	3,000	-2,650	12%
24.52 Town Tree Removal	0	5,000	-5,000	0%
<b>Total 24.5 Town Trees</b>	<b>350</b>	<b>8,000</b>	<b>-7,650</b>	<b>4%</b>
24.6 Leaf Removal	0	13,550	-13,550	0%
24.7 Community Events	0	8,500	-8,500	0%
<b>Total 24 Town Services</b>	<b>24,554</b>	<b>114,250</b>	<b>-89,696</b>	<b>21%</b>
<b>Total Expense</b>	<b>82,502</b>	<b>324,055</b>	<b>-241,553</b>	<b>25%</b>
<b>Net Ordinary Income</b>	<b>110,996</b>	<b>40,020</b>	<b>70,976</b>	<b>277%</b>
<b>Net Income</b>	<b>110,996</b>	<b>40,020</b>	<b>70,976</b>	<b>277%</b>

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

November 2020

Nov 20

Advance Business Systems	127
Blue Crab Contracting, LLC	300
Bolt Legal, LLC	2,324
Hughes Landscaping & Supply Co. Inc.	572
Joseph Cutro, P.E.	288
Joseph F. Toomey Associates, Inc	450
Kencor, Inc	438
Key Sanitation, Incorporated	3,200
LSWG	750
Maid Brigade, Inc	290
PEPCO - (streetlights)	844
PNC Bank	325
Print 1 Printing & Copying	180
Verizon - Phone Line	244
Washington Gas	26
<b>TOTAL</b>	<b><u>10,358</u></b>

9:05 AM  
12/01/20  
Accrual Basis

**Town of Glen Echo**  
**Account Balances New**  
**As of November 30, 2020**  
**Nov 30, 20**

**ASSETS**

**Current Assets**

**Checking/Savings**

PNC - Checking	62,612.43
PNC - Money Market	653,038.84
MD Local Gov't Investment Pool	83,948.54
SunTrust Cash-Checking	0.01
<b>Total Checking/Savings</b>	<b>799,599.82</b>
<b>Total Current Assets</b>	<b>799,599.82</b>
<b>TOTAL ASSETS</b>	<b>799,599.82</b>

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

**Bond Deposit**

Town Hall Deposit	200.00
Right of Way Bond	3,000.00
Bond Deposit - Other	3,000.00
<b>Total Bond Deposit</b>	<b>6,200.00</b>

**Total Other Current Liabilities**

**Total Current Liabilities**

**Long Term Liabilities**

**Wynne liability**

<b>Total Long Term Liabilities</b>	<b>6,910.00</b>
<b>Total Liabilities</b>	<b>13,110.00</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,110.00</b>