

**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

**January 11, 2021
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: Jo Anne Murray (Princeton), Emily Parsons (The Echo).

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 DECEMBER 14, 2020 MEETING

Minutes of the December 14, 2020 Council meeting were approved as amended.

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

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. Action on the Resolution must be delayed until the next Council Meeting because the authority for the Resolution has not yet been added to the Code. Authority will be added to the Code by Ordinance 21-01 at the next Council Meeting.

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

Motion to Introduce Resolution 20-07: CM Stiglitz; 2nd CM Wilson. Approved 4-0.

INTRODUCTION OF ORDINANCE 21-01: PERMIT APPROVALS AND ENFORCEMENT

The Council requested that Attorney Bolt update the Code in order to give the Mayor authority to issue a stop work order when deemed necessary and to clarify that the authority to approve permits rests with the Mayor. Non-standard permit conditions would require Council approval. It also allows for creation of construction site protocols contained in Resolution 20-07. Further discussion will take place at the February 8 Council Meeting. The draft Ordinance is posted on the website.

Motion to Introduce Ordinance 21-01 as Amended: CM Stiglitz; 2nd CM Wilson. Approved 4-0.

BUILDING UPDATES & OTHER PERMITS: TM Boa updated the Council on recent permitting activity.

6004 Princeton: The resident has requested a variance from the County for a dormer and porch due to setback requirements. The TM will schedule a meeting with the resident, Town Engineer Joe Toomey and Mayor Polak to discuss possible options regarding a driveway addition and sidewalk extension.

10 Vassar Circle: The application for a building permit for a new house has been submitted to the Town. The Council will ratify the permit with conditions at the February 8 Council Meeting.

OTHER BUSINESS:

Discussion of Town Hall Protocols: Due to the ongoing COVID-19 pandemic, the Town Hall is closed except by appointment. TM Boa is working from home a few times a week. Appointments will be held upstairs.

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

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

Revenue:

The Town received \$2006.51 in property tax collections.

Expenses:

The Bolt Legal expense was \$1028.60 for November and was distributed as follows:

- 4% for Thrive Montgomery 2050,
- 26% for NPS work on Clara Barton Parkway (regarding issues with overnight work noise affecting the Town),
- 6% for elections,
- 7% Pepco rate case for LED Streetlights,
- 9% for standard permit conditions,
- 26% for November Council Meeting.

Joseph F. Toomey Associates costs for November were \$450 and breakdown as follows:

- Consulting on remedies for 6006 Harvard sidewalk accounted for 35% of these costs,
- 10% for 4 Vassar porch addition inspection,
- 45% for 6101 Harvard project,
- 5% for 6006 Bryn Mawr permit inquiry,
- 5% for 6006 Cornell permit inquiry.

Rolling Acres: \$2,800 for snow event 12/16-12/18. The budget for snow is \$25,000 for FY21.

Budget: The TM, Mayor and Jean Sperling have begun working on the FY22 budget. A remote Council Work Session on the budget will be scheduled for March or April.

Motion to Approve the Financial Report: CM Stiglitz; 2nd CM Spealman. Approved 4-0.

OPERATIONS REPORT: Infrastructure; Administrative; Social: TM BOA

Town Operations and Activities during the month of December include:

Infrastructure Issues:

- **Wilson Trestle Bridge Demolition:** AECOM is providing engineering services to WMATA for a project that involves demolition of three old trestle bridges along now abandoned trolley tracks. One of these bridges, the Wilson Trestle Bridge, is located in Montgomery County slightly west of the Town of Glen Echo. WMATA has been coordinating with the Montgomery County's Department of ROW permitting. They are proposing access to the project site via roads that are located within the town's jurisdiction – Radcliffe and Wellesley. Mayor Polak, TM Boa and Town Engineer Joe Toomey met WMATA and their engineers via Microsoft Teams meeting platform to discuss and coordinate any ROW requirements. TM Boa, Mayor Polak and Joe Toomey will meet with Ron Bolt (Town Attorney) to discuss permit conditions, bond, and insurance requirements. Mayor Polak asked WMATA's team to meet via Zoom with the Council and affected residents to share their plans later this year. The demolition will take place winter 2022.
- **3 Vassar Tree Removal:** Took place December 29 by Hughes Landscaping. This was a private tree that was failing.
- **Request for Bids for Work on 6006 Harvard Sidewalk:** A request for bids is being prepared, with work similar to that at 30 Wellesley Circle to remedy stormwater issues by upgrading the sidewalk. The property is affected by stormwater runoff from Harvard to University. Work would be paid for out of the stormwater budget which has a balance of \$19,005.

Administrative:

- **Donations:** In response to issues raised at the December Council Meeting TM Boa surveyed local town managers regarding donations to non profits. The results are as follows:

-**The Town of Chevy Chase** donates to Chevy Chase at Home.

-**Village of North Chevy Chase** includes donations in a "miscellaneous" line item in the Village budget - they usually do not surpass \$2000-\$3000/year. The only entity the Village of NCC has provided a "donation" to lately is the Bethesda Chevy Chase Rescue Squad - \$2000/year.

-**Section 3** has a donation policy on their website. Requests for donations can be made only by Section 3 residents and must be made in writing. Any donation must directly or indirectly benefit a large number of Section 3 residents. They donate only to nonprofit groups that serve the community. They make only one-time donations for specific items and do not fund operating expenses.

-**Chevy Chase Village** has made donations over the years, they allocate those funds as authorized by the Board and do not budget in anticipation of making donations during the year. They also have a pretty narrow donation policy so they make a donation once every few years since it is hard for organizations to meet the requirements. Here is a link to the policy: <https://www.chevychasevillagemd.gov/DocumentCenter/View/486/Donation-Policy-PDF>.

-**Section 5** has a Community Activities line in their budget. They use it for things like flowers when a resident passes away, but also for very limited donations. They do not

have a set policy, but guidelines are similar to what CC Village outlined. They have used it to donate to the CC Historical Society, CC Fire Dept, BCC Rescue squad, etc.

-Village of Martin's Additions does not make donations. The Council will discuss a policy on donations at the February Council Meeting.

- **ZTA 20-07:** The Town of Chevy Chase hosted a Zoom meeting January 7 to discuss questions and shared points of concern regarding Zoning Text Amendment 20-07 (the proposal to allow multi-family housing types on R-60 lots within 1 mile of Metrorail stations introduced by County Councilmember Jawando); preparation for the January 28 public hearing on the ZTA; thoughts on the 'Missing Middle' housing concept; and next steps regarding the response.

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 8:25 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: Willem Polak
Mayor, Willem Polak

Date: 2/7/2021

Town of Glen Echo
Revenue/Expenses by Month

July through December 2020

Jul 20 Aug 20 Sep 20 Oct 20 Nov 20 Dec 20 TOTAL

Ordinary Income/Expense								
Income		Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	TOTAL
01. Real Estate Property Tax	0	10,052	5,374	54,656	9,123	1,992	81,197	
02. Personal Property	0	0	381	47	81	2	511	
03. State Income Tax	-247	247	0	15,722	51,743	0	67,465	
04. Highway	0	0	3,262	161	1,556	0	4,979	
05. License/Permits	-113	188	0	100	300	150	625	
06. Rental Inc	0	6,258	2,658	2,658	2,658	2,658	16,890	
07. Interest	56	39	46	24	35	13	213	
08. County Revenue Sharing	20,762	0	0	0	0	0	20,762	
09. Cable Franchise	-812	812	0	0	817	0	817	
10. Echo Newsletter	0	0	4,425	0	0	138	4,563	
11 Misci Revenue	350	0	0	50	50	0	450	
Total Income	19,996	17,596	16,146	73,418	66,363	4,953	198,472	
Expense								
Reconciliation Discrepancies	0	0	-3,262	0	0	0	-3,262	
20 Payroll	4,968	4,968	5,918	7,453	4,968	4,968	33,243	
21 Professional Services	-125	2,979	4,558	5,828	4,112	1,809	19,161	
22. Fixed Op Ex	5,188	3,743	1,098	2,476	1,985	2,529	17,019	
23 Streets	-1,595	3,202	636	659	749	3,667	7,318	
24 Town Services	3,234	7,688	5,988	3,872	3,772	9,616	34,170	
Total Expense	11,670	22,580	14,936	20,288	15,586	22,589	107,649	
Net Ordinary Income	8,326	-4,984	1,210	53,130	50,777	-17,636	90,823	
Net Income	8,326	-4,984	1,210	53,130	50,777	-17,636	90,823	

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

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate Property Tax	81,197	136,743	-55,546	59%
02. Personal Property				
02.1 Corporate	387	2,000	-1,613	19%
02.2 Unincorporated	124	100	24	124%
02.3 Public Utility	0	22,000	-22,000	0%
Total 02. Personal Property	511	24,100	-23,589	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	625	5,000	-4,375	13%
Total 05. License/Permits	625	5,300	-4,675	12%
06. Rental Inc				
06.1 Post Off.	13,291	31,899	-18,608	42%
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	16,891	38,499	-21,608	44%
07. Interest	213	1,500	-1,287	14%
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	4,563	2,000	2,563	228%
10.2 Subscriptions	0	100	-100	0%
Total 10. Echo Newsletter	4,563	2,100	2,463	217%
11. Misc Revenue				
11.1 Walking Tour Book	25			
11.4 Env Project Restricted Inc	425	1,250	-825	34%
11. Misc Revenue - Other	0	20	-20	0%
Total 11. Misc Revenue	450	1,270	-820	35%
Total Income	198,474	364,075	-165,601	55%
Expense				
Reconciliation Discrepancies	-3,262			
24.8 Wynne Repayment FY21 20 yr	0	305	-305	0%
20 Payroll				
20.1 Salary	30,000	60,000	-30,000	50%
20.2 Employer Taxes	2,295	4,500	-2,205	51%
20.3 Staff Training	950	1,000	-50	95%
Total 20 Payroll	33,245	65,500	-32,255	51%
21 Professional Services				
21.1. Auditor	7,250	8,000	-750	91%
21.2. Legal				
21.21 Town Attorney	5,052	20,000	-14,948	25%

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

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
21.22 Specialized Legal Svcs.	0	5,000	-5,000	0%
Total 21.2. Legal	5,052	25,000	-19,948	20%
21.4 Oth Prof Svcs	0	1,000	-1,000	0%
21.5 Traffic Study Consultant	1,632	1,632	0	100%
21.6 Records Ret./Archiving	1,870	3,000	-1,130	62%
21.7 IT Support	605	1,000	-395	61%
21.8 Arborist	0	500	-500	0%
21.9 Town Engineer/Bld. Insp.	2,753	16,000	-13,247	17%
21.10 Office Temporary Help	0	500	-500	0%
Total 21 Professional Services	19,162	56,632	-37,470	34%
22. Fixed Op Ex				
22.1 Office & TH Utilities				
22.11 Electrical	843	2,100	-1,257	40%
22.12 Gas	150	1,000	-850	15%
22.13 Telephone/Internet	1,264	3,200	-1,936	40%
22.14 WSSC	269	750	-481	36%
Total 22.1 Office & TH Utilities	2,526	7,050	-4,524	36%
22.2 Office				
22.21 Office Supplies	1,096	2,000	-904	55%
22.22 Software/Domain	344	500	-156	69%
22.23 Copier Rental	820	1,500	-680	55%
Total 22.2 Office	2,260	4,000	-1,740	57%
22.3 Bank Fees	46	250	-204	18%
22.4 Website	83	500	-417	17%
22.5 Ins & Bond	2,058	3,000	-942	69%
22.6 Dues, Subs., Conf.	799	2,500	-1,701	32%
22.7 Admin				
22.71 Admin. Payroll Fee	894	2,000	-1,106	45%
22.72 Flyer Delivery Charges	30	200	-170	15%
22.73 Miscl. Admin Fee	0	500	-500	0%
Total 22.7 Admin	924	2,700	-1,776	34%
22.8 Echo	1,127	2,500	-1,373	45%
22.9 Town Hall				
22.91 TH Supplies	562	2,000	-1,438	28%
22.92 TH Cleaning Service	1,845	3,500	-1,655	53%
22.93 TH Maintenance	1,715	4,000	-2,285	43%
22.94 TH Elevator Maintenance	1,113	2,000	-887	56%
22.9 Town Hall - Other	43			
Total 22.9 Town Hall	5,278	11,500	-6,222	46%
22.110 T H Improv	1,750	1,750	0	100%
22.120 Office Furniture & Equip	0	1,000	-1,000	0%
Total 22. Fixed Op Ex	16,851	36,750	-19,899	46%
23 Streets				
23.1 Streetlights	3,423	9,500	-6,077	36%

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

	Jul - Dec 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	2,900	5,000	-2,100	58%
Total 23 Streets	7,318	52,000	-44,682	14%
24 Town Services				
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%
Total 24.2 Landscape	4,204	15,200	-10,996	28%
24.3 Snow Removal	566	25,000	-24,434	2%
24.4 Refuse/Recycling	19,200	40,000	-20,800	48%
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%
Total 24.5 Town Trees	350	8,000	-7,650	4%
24.6 Leaf Removal	5,850	13,550	-7,700	43%
24.7 Community Events	0	8,500	-8,500	0%
Total 24 Town Services	34,170	114,250	-80,080	30%
Total Expense	107,484	325,437	-217,953	33%
Net Ordinary Income	90,990	38,638	52,352	235%
Net Income	90,990	38,638	52,352	235%

Town of Glen Echo
Expenses by Vendor Summary

December 2020

Dec 20

A.B. Veirs	2,900
Advance Business Systems	59
Blue Crab Contracting, LLC	150
Bolt Legal, LLC	1,029
Digital Handyman, Inc	180
Hughes Landscaping & Supply Co. Inc.	5,850
International City/County Management Asso	480
Joseph F. Toomey Associates, Inc	450
Kelly Diamond	83
Key Sanitation, Incorporated	3,200
Maid Brigade, Inc	290
Montgomery County Government	191
PEPCO - (streetlights)	850
PNC Bank	170
Print 1 Printing & Copying	488
Rolling Acres Landscaping, Inc	375
Verizon - Phone Line	250
Washington Gas	89
TOTAL	<u>17,084</u>

9:57 AM
01/04/21
Accrual Basis

Town of Glen Echo
Account Balances New
As of December 31, 2020
Dec 31, 20

ASSETS

Current Assets

Checking/Savings

PNC - Checking	37,660.50
PNC - Money Market	655,058.67
MD Local Gov't Investment Pool	83,956.12
SunTrust Cash-Checking	0.01
Total Checking/Savings	<u>776,675.30</u>
Total Current Assets	<u>776,675.30</u>
TOTAL ASSETS	<u>776,675.30</u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Bond Deposit

Town Hall Deposit	200.00
Bond Deposit - Other	<u>3,000.00</u>
Total Bond Deposit	<u>3,200.00</u>
Total Other Current Liabilities	<u>3,200.00</u>
Total Current Liabilities	<u>3,200.00</u>
Long Term Liabilities	
Wynne liability	<u>6,910.00</u>
Total Long Term Liabilities	<u>6,910.00</u>
Total Liabilities	<u>10,110.00</u>
TOTAL LIABILITIES & EQUITY	<u>10,110.00</u>