

**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

**February 8, 2021
Held Virtually Via Zoom**

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

PRESENT

Mayor: Willem Polak.

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

Town Manager: (TM) Beth Boa.

Attorney: Ron Bolt

Residents: Gloria Levin (University), 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 JANUARY 11, 2021 MEETING

Minutes of the January 11, 2021 Council meeting were approved as amended.

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

PUBLIC HEARING AND POSSIBLE ACTION ON 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. Authority for the resolution was added to the Code by Ordinance 21-01 at this evening's Council Meeting. The Council noted that the definition of the word "shall" regarding fines is equivalent to the word "may" and indicated that fines are a discretionary penalty. Any of the permit conditions in the resolution can be waived by the Mayor.

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

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

PUBLIC HEARING AND POSSIBLE ACTION ON 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. The Council can review permits in a public

hearing if requested by residents. It also allows for creation of construction site protocols contained in Resolution 20-07. A resident had requested via email that the Council reconsider the section limiting curb cuts to one per house which was adopted in 2018. This included a variance process in the Town for a second driveway. The Council declined to reconsider this at this meeting because: 1) such a change would have been beyond the scope of the proposed amendments before the Council; and 2) the addition of a second driveway removes at least 32 feet of street parking, and there was concern that removal of 3 potential public spaces for each new spot of non-public driveway parking was a problem.

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

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

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

10, 14, 20 Vassar Circle: The application for building permits for three new houses have been submitted to the Town.

Motion to Ratify Building Permits for 10, 14, & 20 Vassar Circle as amended: CM Spealman; 2nd CM Wilson. Approved 4-0.

TOWN DONATION DISCUSSION:

CM Costello provided background on the Town's history of donating to various 501c3 organizations, including GEPPAC (Glen Echo Park Partnership for Arts and Culture). The Council discussed whether to develop a policy to standardize the process of deciding on donations. The Council decided to discuss donations at the time the FY22 budget is developed this spring.

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

Revenue:

- **Property Tax Receipts.** The Town received \$46,731.48 in property taxes in January. The Town had received \$123,587 last year at this time compared to \$126,897 this year (93% of this FY's budgeted amount.)
- **Income Tax Receipts.** For the January distribution of local income tax revenues, the Town received \$1,815.76 in this distribution, compared to \$869.60 last January. So far the Town is trending higher in income tax than last year. In total, at this time, the Town had received \$56,956 last year compared to \$69,281 this year (60% of this FY's budgeted amount.)

Expenses:

- **Bolt Legal:** Legal expenses were \$2,056 for December. Expenses were allocated as follows: 11% for Town Hall Covid Protocol, 4% Pepco rate case on LED Streetlights, 30% on standard permit conditions, 7% on tree removal at 3 Vassar, 33% on December Council Meeting.
- **Inspections, Review and Permitting: Joseph F. Toomey Associates** costs for December were \$990. 18% was for standard permit conditions, 45% was consulting on remedies for 6006 Harvard sidewalk, 9% was for 6006 Bryn Mawr permit, 9% was for 6004 Princeton permit inquiry, 4% was for consulting on repairing Bryn Mawr by WSSC, 13% was for developing cost estimate for street repaving.
- **Snow Removal. Rolling Acres:** \$1,750 January 25-26 for icy conditions. \$2,800 for December 16-18 for snow/ice event.

Budget

TM Boa, Mayor Polak and Jean Sperling have begun working on the FY22 budget. A Council Work Session on the budget will be scheduled for March.

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

OPERATIONS REPORT: Infrastructure; Administrative; Social: TM BOA

Town Operations and Activities during the month of January include:

Infrastructure Issues:

- **Sewer Overflow behind 26 Wellesley:** On January 12, 2021 there was a sewer overflow in the woods behind 26 Wellesley Circle. WSSC crews responded to this location and found a WSSC manhole overflowing at approximately 1 gallon per minute. WSSC cleaned the sewer main and removed the blockage. Overflow signs were posted in the area and lime was placed down on the impacted grass areas. TM Boa let residents know that they were not at risk for backing up, and that the overflow would not impact their drinking water.
- **Wilson Trestle Bridge Demolition:** AECOM [should you spell this out?] 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 is located in the Montgomery County a little west of the Town of Glen Echo and called Wilson Trestle Bridge. They have been coordinating with the Montgomery County's Department of ROW permitting. TM Boa, Mayor Polak and Joe Toomey discussed with Ron Bolt (Town Attorney) permit conditions, bond, and insurance requirements. Mr. Bolt recommended negotiating a Memorandum of Understanding with WMATA for approval by the Council. Mayor Polak, Joe Toomey and TM Boa discussed some items with WMATA on February 5. Affected residents were alerted by letter and Constant Contact. The Town is working to set up a virtual meeting for the Council, residents, and WMATA representatives February 22.
- **Bids on Sidewalk Work:** A Request for Bids has been posted for the sidewalk at 6006 Harvard, which is impacted by stormwater runoff. Bids are due February 25.
- **Fence at Town Hall:** TM Boa is meeting with Ricks Iron Works regarding welding repairs to the Town Hall/ Post Office fence. The fence is also missing numerous spears which the company could replace

Administrative:

- **Town Website:** A blog "Town News" and an events calendar have been added to the Town website to make it more user friendly.
- **ZTA 20-07:** TM Boa joined a call with municipalities on January 19. The Town of Chevy Chase hosted a Zoom meeting with County Council Member Jawando 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); preparation for the January 28 public hearing; thoughts on the 'Missing Middle' housing concept; and next steps regarding the response.
- **Post Office Lease:** TM Boa has reached out to the post office regarding the lease, which ends in December. So far there has not been a response.

Social:

- **GEEC Programs:** The Glen Echo Environment Committee, chaired by Holly Shimizu, is hosting two free Zoom programs for residents and neighbors. A Guide to Restoring Little Things that Run the World with Dr. Doug Tallamy Feb 17 at 7 and Sustainable Landscaping and Stormwater Management Program with Dr Sara Via Feb 24 at 7.

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 Costello. All in favor. Meeting Adjourned 8:45 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: Willem Polak
Mayor, Willem Polak

Date: March 9, 2021

Town of Glen Echo
Revenue/Expenses Actual vs Budget
 July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate Property Tax	126,897	136,743	-9,846	93%
02. Personal Property				
02.1 Corporate	387	2,000	-1,613	19%
02.2 Unincorporated	124	100	24	124%
02.3 Public Utility	1,032	22,000	-20,968	5%
Total 02. Personal Property	1,543	24,100	-22,557	6%
03. State Income Tax	69,281	115,000	-45,719	60%
04. Highway	4,980	15,301	-10,321	33%
05. License/Permits				
05.1 Admissions & Amusement	0	300	-300	0%
05.2 Build Perm	8,625	5,000	3,625	173%
Total 05. License/Permits	8,625	5,300	3,325	163%
06. Rental Inc				
06.1 Post Off.	15,950	31,899	-15,949	50%
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	19,550	38,499	-18,949	51%
07. Interest	237	1,500	-1,263	16%
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. 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	257,705	364,075	-106,370	71%
Expense				
Reconciliation Discrepancies	-3,262			
24.8 Wynne Repayment FY21 20 yr	0	305	-305	0%
20 Payroll				
20.1 Salary	34,615	60,000	-25,385	58%
20.2 Employer Taxes	2,662	4,500	-1,838	59%
20.3 Staff Training	950	1,000	-50	95%
Total 20 Payroll	38,227	65,500	-27,273	58%
21 Professional Services				
21.1. Auditor	7,250	8,000	-750	91%
21.2. Legal				
21.21 Town Attorney	7,108	20,000	-12,892	36%

Town of Glen Echo
Revenue/Expenses Actual vs Budget
July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
21.22 Specialized Legal Svcs.	0	5,000	-5,000	0%
Total 21.2. Legal	7,108	25,000	-17,892	28%
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	920	1,000	-80	92%
21.8 Arborist	0	500	-500	0%
21.9 Town Engineer/Bld. Insp.	5,843	16,000	-10,157	37%
21.10 Office Temporary Help	0	500	-500	0%
Total 21 Professional Services	24,623	56,632	-32,009	43%
22. Fixed Op Ex				
22.1 Office & TH Utilities				
22.11 Electrical	959	2,100	-1,141	46%
22.12 Gas	319	1,000	-681	32%
22.13 Telephone/Internet	1,516	3,200	-1,684	47%
22.14 WSSC	269	750	-481	36%
Total 22.1 Office & TH Utilities	3,063	7,050	-3,987	43%
22.2 Office				
22.21 Office Supplies	1,096	2,000	-904	55%
22.22 Software/Domain	382	500	-118	76%
22.23 Copier Rental	1,074	1,500	-426	72%
Total 22.2 Office	2,552	4,000	-1,448	64%
22.3 Bank Fees	99	250	-151	40%
22.4 Website	83	500	-417	17%
22.5 Ins & Bond	2,058	3,000	-942	69%
22.6 Dues, Subs., Conf.	868	2,500	-1,632	35%
22.7 Admin				
22.71 Admin. Payroll Fee	1,151	2,000	-849	58%
22.72 Flyer Delivery Charges	30	200	-170	15%
22.73 Miscl. Admin Fee	0	500	-500	0%
Total 22.7 Admin	1,181	2,700	-1,519	44%
22.8 Echo	1,317	2,500	-1,183	53%
22.9 Town Hall				
22.91 TH Supplies	861	2,000	-1,139	43%
22.92 TH Cleaning Service	2,135	3,500	-1,365	61%
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	5,867	11,500	-5,633	51%
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	18,838	36,750	-17,912	51%
23 Streets				
23.1 Streetlights	4,223	9,500	-5,277	44%

Town of Glen Echo
Revenue/Expenses Actual vs Budget
 July 2020 through January 2021

	Jul '20 - Jan 21	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	8,118	52,000	-43,882	16%
24 Town Services				
24.1 Community Contribution	4,000	4,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	1,216	7,500	-6,284	16%
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	4,654	15,200	-10,546	31%
24.3 Snow Removal	5,494	25,000	-19,506	22%
24.4 Refuse/Recycling	25,600	40,000	-14,400	64%
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	13,650	13,550	100	101%
24.7 Community Events	0	8,500	-8,500	0%
Total 24 Town Services	53,748	114,250	-60,502	47%
Total Expense	140,292	325,437	-185,145	43%
Net Ordinary Income	117,413	38,638	78,775	304%
Net Income	117,413	38,638	78,775	304%

Town of Glen Echo
Expenses by Vendor Summary
January 2021

	<u>Jan 21</u>
Advance Business Systems	254
Blue Crab Contracting, LLC	2,100
Bolt Legal, LLC	2,056
Digital Handyman, Inc	315
Hughes Landscaping & Supply Co. Inc.	8,250
Joseph F. Toomey Associates, Inc	990
Key Sanitation, Incorporated	6,400
Maid Brigade, Inc	290
Montgomery County Government	377
PEPCO - (streetlights)	917
PNC Bank	450
Print 1 Printing & Copying	190
Rolling Acres Landscaping, Inc	4,550
Verizon - Phone Line	252
Washington Gas	169
TOTAL	27,560

Town of Glen Echo
Revenue/Expenses by Month

July 2020 through January 2021

Jul 20 Aug 20 Sep 20 Oct 20 Nov 20 Dec 20 Jan 21 TOTAL

Ordinary Income/Expense

Income

01. Real Estate Property Tax	0	10,052	5,374	54,656	9,123	1,992	45,700	126,897
02. Personal Property	0	0	381	47	81	2	1,032	1,543
03. State Income Tax	-247	247	0	15,722	51,743	0	0	67,465
04. Highway	0	0	3,262	161	1,556	0	0	4,979
05. License/Permits	-113	188	0	100	300	150	8,000	8,625
06. Rental Inc	0	6,258	2,658	2,658	2,658	2,658	2,658	19,548
07. Interest	56	39	46	24	35	37	0	237
08. County Revenue Sharing	20,762	0	0	0	0	0	0	20,762
09. Cable Franchise	-812	812	0	0	817	0	0	817
10. Echo Newsletter	0	0	4,425	0	0	138	0	4,563
11 Misl Revenue	350	0	0	50	50	0	0	450

Total Income **19,996 17,596 16,146 73,418 66,363 4,977 57,390 255,886**

Expense

Reconciliation Discrepancies	0	0	-3,262	0	0	0	0	-3,262
20 Payroll	4,968	4,968	5,918	7,453	4,968	4,968	4,982	38,225
21 Professional Services	-125	2,979	4,558	5,828	4,112	1,809	5,461	24,622
22. Fixed Op Ex	5,188	3,743	1,098	2,476	1,985	2,369	1,978	18,837
23 Streets	-1,595	3,202	636	659	749	3,667	800	8,118
24 Town Services	3,234	7,688	5,988	3,872	3,772	9,616	19,577	53,747

Total Expense **11,670 22,580 14,936 20,288 15,586 22,429 32,798 140,287**

Net Ordinary Income **8,326 -4,984 1,210 53,130 50,777 -17,452 24,592 115,599**

Net Income **8,326 -4,984 1,210 53,130 50,777 -17,452 24,592 115,599**

8:41 AM
02/03/21
Accrual Basis

**Town of Glen Echo
Account Balances New**

As of January 31, 2021

Jan 31, 21

ASSETS

Current Assets

Checking/Savings

PNC - Checking	24,763.44
PNC - Money Market	701,803.35
MD Local Gov't Investment Pool	83,963.14
SunTrust Cash-Checking	0.01
Total Checking/Savings	810,529.94
Total Current Assets	810,529.94
TOTAL ASSETS	<u>810,529.94</u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Bond Deposit

Town Hall Deposit	200.00
Right of Way Bond	9,000.00
Bond Deposit - Other	3,000.00
Total Bond Deposit	12,200.00
Total Other Current Liabilities	12,200.00
Total Current Liabilities	12,200.00

Long Term Liabilities

Wynne liability

Total Long Term Liabilities	6,910.00
Total Liabilities	19,110.00
TOTAL LIABILITIES & EQUITY	<u>19,110.00</u>