

**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

March 8, 2021

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.

Volunteer Advisor to the Town: Jean Sperling

Election Supervisor: Jan Shaut

Residents: 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 FEBRUARY 8, 2021 MEETING

Minutes of the February 8, 2021 Council meeting were approved as amended.

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

DISCUSSION OF ELECTION PROCEDURES AND EXECUTION FOR TOWN ELECTIONS 2021:

Tuesday May 3rd.. Ms. Jan Shaut, Election Supervisor,

The following Election update was presented by Ms. Shaut:

- **POSITIONS OPEN:** Three seats are up for election this year, the Mayor and two Council Members.
- **CANDIDATE DECLARATIONS:** Declarations of a desire to run are due April 13 to the Election Chair, Ms. Jan Shaut.
- **VOTING PROTOCOLS TO ADDRESS COVID 19 CONCERNS:**

Ms. Shaut decided not to hold the election outside due to weather concerns, as well as ease of set-up and breakdown. She described the COVID 19 protocols she is implementing for the in-person voting for the election. This in-person voting will be held at the Town Hall, on **Tuesday May 3rd, 2021**. In an effort to keep the voters safe and encourage participation, she proposed the following safety regulations.

IN-PERSON VOTING MAY 3, 5-9PM:

Set up: 2nd floor of the Town Hall, exercising all standards for COVID 19 safety.

- **Disinfect:** Professionally disinfect the 2nd floor Friday prior to the election, (April 30th) as well as the day after the election (May 4th). Once disinfected on April 30th the Hall will be shut down until the election. We will be certain the space is not utilized after the cleaning takes place.

- **Set up voting tables:** 5 tables will be set up - at least 6 feet apart.
- **Make Cleaning Supplies Available:** Have safe cleaning disinfectant available to wipe down tables as people go through the stations
- **Make hand sanitizer available:** at the entrance and at each table.
- **Pen Availability:** Have an abundance of pens available for one time use and as a giveaway.
- **Front Entrance Monitor:** A monitor will be stationed at the front entrance to control the number of people that enter the room, and meet the Montgomery County COVID 19 room capacity requirements
- **No food will be served.** There will be no sweets available to the voters due to COVID 19.
- **Masks will be required.** Entry to the Town Hall will require a mask. This will be communicated prior to the election, in addition to signage at the entrance to the building.
- **The elevator will be operational throughout the event.** It will be professionally disinfected and available for anyone who requests its use.

ABSENTEE BALLOT PROCEDURES.

- **Availability:** Absentee ballots will also be available without question, to anyone 18 years or older who would like to complete the paperwork to vote, prior to May 3rd.
- **How to secure an Absentee Ballot:** Absentee ballots can be requested by contacting Jan Shaut by email (JShaut@gmail.com) to arrange a pickup from her home.
- **How to submit an Absentee Ballot:** Ballots must be returned to Jan Shaut's home no later than April 30th, 2021 and placed by the voter in the ballot box. They will be counted with all other ballots received the night of in-person voting May 3rd.

VOLUNTEERS NEEDED

- **Volunteers Needed:** 4-5 volunteers are needed to help on the day of the election.
- **Election Judge Requirements:** Election Judges will all be masked, and will be required to wear gloves. Each Judge will be responsible for sanitizing their table after each voter moves to the next table, and before another voter comes forward.

The Council supported the plan for the election to be held on the second floor of Town Hall.

BIDS ON SIDEWALK STORMWATER REMEDIATION AT 6006 HARVARD AVE

Joe Toomey, Town Engineer, provided a written review of the contractor proposals, and recommendation for contractor selection for the Town of Glen Echo sidewalk rehabilitation project. His review is summarized below.

Purpose of Rehabilitation: The purpose of this rehabilitation project is to elevate the level of the sidewalk above that of the roadway pavement, to provide a means to contain stormwater runoff on the roadway, and

divert it to the existing stormwater drainage facilities. The design of this project is similar to the Wellesley Circle sidewalk rehabilitation project which was executed last year.

Project Scope: The project includes the removal of approximately 89 continuous linear feet of concrete sidewalk, and the re-construction of that sidewalk with approximately thirty three (33) linear feet of a monolithic sidewalk and curb with a header, and approximately fifty six (56) linear feet of a monolithic sidewalk and curb without a header. The project includes a sidewalk ramp at the intersection. The scope of work was included in Exhibit 1 of the Request for Proposals.

RFP Issued for Upgrade and Rehabilitation: A request for proposals was issued on February 4, 2021, for work to upgrade and rehabilitate a section of the sidewalk on University Avenue. The location of the sidewalk for this rehabilitation project is at University Avenue, starting at the intersection of University Avenue and Harvard Avenue, and running north-westerly towards the mid-block storm drain inlet structure, on the southwest side of University Avenue, adjacent to the property located at 6006 Harvard Avenue.

Two Bids received: As of the February 25, 2021 deadline, two firms submitted proposals: SFMS, LLC, of Bethesda, Maryland; and A.B. Veirs and Sons, Inc., of Gaithersburg, Maryland. Both firms are local companies with extensive work performed around the metropolitan area. SFMS, LLC had also submitted a proposal for the Wellesley Circle sidewalk project last year. A.B. Veirs and Sons, Inc. is the company that performed the work for the Wellesley Circle sidewalk project, and the Vassar Circle mill and overlay roadway pavement work. Both firms would be qualified to perform this work.

Bid Comparisons: The SFMS, LLC proposal states that the work can be completed in four days for a cost of \$9,750. The unit cost of this proposal is approximately \$29.87 per square foot. The A.B. Veirs and Sons, Inc. proposal states the work can be completed in three days for a cost of \$7,750. The unit cost of this proposal is approximately \$23.75 per square foot.

Bid Recommendation: The time and cost proposals of both firms are within the expected range for this project, and either proposal could be accepted. However, with the confidence that the Town has seen with previous work performed in the Glen Echo by A.B. Veirs and Sons, Inc., and the lower price offered, **Mr. Toomey's recommendation is that the contract should be awarded to A.B. Veirs and Sons, Inc.**

The Council requested the number of sidewalk blocks being replaced, and the comparison of the pricing the Town has paid in the past. TM Boa will research.

Motion to Select AB Veirs' Proposal: CM Stiglitz; 2nd CM Speelman. Approved 4-0.

BUILDING UPDATES & OTHER PERMITS: Mayor Polak updated the Council on recent permitting activity.

- **Trolley Trestle Demolition:** In order to begin a dialog with WMATA (Washington Metropolitan Area Transit Authority) regarding the demolition of a trestle bridge that abuts the Town, a virtual community meeting was held on February 22. The purpose was to discuss initial plans for the demolition of the bridge and its impact on the Town of Glen Echo. Attendees voiced concerns about the impact of the removal on nearby residents, environmental damage (tree removal), lack of access to the trail to the C&O Canal, and noise. When asked whether the trestle can be saved, WMATA informed the public that the trestle cannot be rehabilitated.

There was discussion on whether WMATA has the right to access the trestle via Town property. Mayor Polak proposed an on-site meeting with WMATA and the Council in the future. The Town will continue to work with WMATA to mitigate impacts on the Town. This project is scheduled to begin in a year and last 3 months.

- **10, 14, 20 Vassar Circle:** The project is in process with trucks removing dirt from the circle. Concerns with following the truck route have been addressed with McFarland Woods (contractor).
- **6101 Harvard WSSC Permit Request:** WSSC has requested a permit to install pipes in front of this property.
- **6004 Princeton (DPS #924711):** Dormer and Porch – the permit has been granted by the County. The Town is waiting for the permit fees and the signed construction protocol document.

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

The month of February was a normal month in terms of revenue and expenses.

Revenue:

- Income Tax Receipts: The Town received \$27,418 in income tax revenues in February, bringing the total in this category to \$96,699 or 84% of the budgeted income tax receipts for FY 2021. Total income tax receipt for the year are estimated at \$115,000. Compared to last year at this point, the Town was at 71% of budget with \$81,577 in receipts.
- Cable Franchise Fees: The Town received \$826 in February for the Cable Franchise, 47% of budgeted, on par with last year at this point, with \$1,644 so far this year.
- Highway User: The Town has received approximately 50% of expected revenue. The Town received \$2,802 in February.
- Property Tax Revenue: The Town received \$4,110 in February for a total of \$131,007 in FY 2021. This is 96% of the amount budgeted for this category (\$136,743). Last year at this time the Town had received 102% of budgeted for a total of \$132,761.
- The Town has learned that it will receive revenue from the American Rescue Plan Act. TM Boa will look into restrictions on the use of the funds.

Expenses:

- Bolt Legal expense was \$1,043 for January broken out by categories as follows: 6% Pepco rate case on LED Streetlights, 3% on Vassar C. building permit, 3% on 6101 Harvard, 31% on January Council Meeting, 31% was trolley bridge demolition consulting, 11% on 6004 Princeton permit inquiry.
- Joseph F. Toomey Associates costs for January were \$585. These costs were allocated as follows: 8% was consulting on remedies for 6006 Harvard sidewalk, 38% was trolley bridge demolition consulting, 23% was for 6004 Princeton permit inquiry, 30% was for Vassar building permit review.
- Rolling Acres: \$17,681 for three snow/ice events in February. Town has spent 93% of the snow budget. The Council discussed brining vs. salt, and the Town will consider whether to continue brining and how to reduce the use of salt.

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

OPERATIONS REPORT: Infrastructure; Administrative; Social: TM BOA

Town Operations and Activities during the month of February include:

Infrastructure Issues:

- **Fence at Town Hall:** TM Boa has requested quotes from several iron works firms regarding welding repairs to the Town Hall/ Post Office fence. The fence is also missing numerous spears which a company could replace. The quotes range from \$1,200 - \$2,280.

Administrative:

- **Clara Barton House Alarm:** Charles Cuvelier, the Superintendent of the George Washington Memorial Parkway, responded to the Town's request to silence the external alarm on the Clara Barton House. They consulted with our Fire and Emergency Management Program regarding applicable fire code and if any mitigations could be achieved. Within the last month, they silenced the external horn.
- **CBT Grant:** The Town did not receive the Montgomery County Watershed Restoration and Outreach grant from Chesapeake Bay Trust. However, the CBT encouraged the Town to apply for another grant which was due March 4. GEEC Chair Holly Shimizu, Robin Kogelnik, and TM Boa worked on this grant proposal. The Chesapeake Bay Green Streets, Green Jobs, Green Towns (G3) Grant Program funded by the United States Environmental Protection Agency, Region III (EPA), and the Chesapeake Bay Trust with support from the Maryland Department of Natural Resources, was created to support design projects, financing strategies, and/or implementation of green street projects. The goal of this grant program is to help communities develop and implement plans that reduce stormwater runoff, increase the number and amount of green spaces in urban areas, improve the health of local streams and the Chesapeake Bay, and enhance quality of life and community livability.
- **Thrive Montgomery 2050:** TM Boa joined a call with municipalities on March 3 to discuss thoughts on the 'Missing Middle' housing concept; and next steps regarding the response. The Town of Chevy Chase hosted the Zoom meeting for this discussion. The Town of Glen Echo is invited to sign on to a letter on the Thrive Montgomery 2050 process. Two Council members expressed their support, and others will review and respond this week.
- **Time Off:** TM Boa will be out of the office March 15-17.

Social:

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

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 8:00 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: Willem Polak Date: April 13, 2021
Mayor, Willem Polak

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

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate Property Tax	131,007	136,743	-5,736	96%
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	96,699	115,000	-18,301	84%
04. Highway	7,783	15,301	-7,518	51%
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.	18,608	31,899	-13,291	58%
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	22,208	38,499	-16,291	58%
07. Interest	268	1,500	-1,232	18%
08. County Revenue Sharing	20,762	20,762	0	100%
09. Cable Franchise	1,644	3,500	-1,856	47%
10. Echo Newsletter				
10.1 Advertisements	4,963	2,000	2,963	248%
10.2 Subscriptions	0	100	-100	0%
Total 10. Echo Newsletter	4,963	2,100	2,863	236%
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	295,952	364,075	-68,123	81%
Expense				
Reconciliation Discrepancies		-3,262		
24.8 Wynne Repayment FY21 20 yr	0	305	-305	0%
20 Payroll				
20.1 Salary	39,231	60,000	-20,769	65%
20.2 Employer Taxes	3,027	4,500	-1,473	67%
20.3 Staff Training	950	1,000	-50	95%
Total 20 Payroll	43,208	65,500	-22,292	66%
21 Professional Services				
21.1. Auditor	7,250	8,000	-750	91%
21.2. Legal				
21.21 Town Attorney	8,151	20,000	-11,849	41%

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

	Jul '20 - Feb 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	8,915	52,000	-43,085	17%
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	23,175	25,000	-1,825	93%
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	71,429	114,250	-42,821	63%
Total Expense	167,351	325,437	-158,086	51%
Net Ordinary Income	128,601	38,638	89,963	333%
Net Income	128,601	38,638	89,963	333%

Town of Glen Echo
Expenses by Vendor Summary
February 2021

	<u>Feb 21</u>
Bolt Legal, LLC	1,043
Joseph F. Toomey Associates, Inc	585
Kelly Diamond	110
Maid Brigade, Inc	290
PEPCO - (streetlights)	918
PNC Bank	495
Print 1 Printing & Copying	180
Rolling Acres Landscaping, Inc	17,681
Verizon - Phone Line	250
Washington Gas	249
TOTAL	21,801

Town of Glen Echo
Revenue/Expenses by Month

July 2020 through February 2021

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

Ordinary Income/Expense										
Income										
01. Real Estate Property Tax	0	10,052	5,374	54,656	9,123	1,992	45,700	4,110	131,007	
02. Personal Property	0	0	381	47	81	2	1,032	0	1,543	
03. State Income Tax	-247	247	0	15,722	51,743	0	1,816	27,418	96,699	
04. Highway	0	0	3,262	161	1,556	0	0	2,803	7,782	
05. License/Permits	-113	188	0	100	300	150	8,000	0	8,625	
06. Rental Inc	0	6,258	2,658	2,658	2,658	2,658	2,658	2,658	22,206	
07. Interest	56	39	46	24	35	37	23	9	269	
08. County Revenue Sharing	20,762	0	0	0	0	0	0	0	20,762	
09. Cable Franchise	-812	812	0	0	817	0	0	827	1,644	
10. Echo Newsletter	0	0	4,425	0	0	138	0	400	4,963	
11 Misl Revenue	350	0	0	50	50	0	0	0	450	
Total Income	19,996	17,596	16,146	73,418	66,363	4,977	59,229	38,225	295,950	
Expense										
Reconciliation Discrepancies	0	0	-3,262	0	0	0	0	0	-3,262	
20 Payroll	4,968	4,968	5,918	7,453	4,968	4,968	4,982	4,980	43,205	
21 Professional Services	-125	2,979	4,558	5,828	4,112	1,809	5,461	1,628	26,250	
22. Fixed Op Ex	5,188	3,743	1,098	2,476	1,985	2,369	1,987	1,963	20,809	
23 Streets	-1,595	3,202	636	659	749	3,667	800	797	8,915	
24 Town Services	3,234	7,688	5,988	3,872	3,772	9,616	19,577	17,681	71,428	
Total Expense	11,670	22,580	14,936	20,288	15,586	22,429	32,807	27,049	167,345	
Net Ordinary Income	8,326	-4,984	1,210	53,130	50,777	-17,452	26,422	11,176	128,605	
Net Income	8,326	-4,984	1,210	53,130	50,777	-17,452	26,422	11,176	128,605	

9:43 AM
03/03/21
Accrual Basis

**Town of Glen Echo
Account Balances New**

As of February 28, 2021

Feb 28, 21

ASSETS

Current Assets

Checking/Savings

PNC - Checking	33,303.68
PNC - Money Market	706,761.93
MD Local Gov't Investment Pool	83,969.29
SunTrust Cash-Checking	0.01
Total Checking/Savings	824,034.91
Total Current Assets	824,034.91
TOTAL ASSETS	<u>824,034.91</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	6,910.00
Total Long Term Liabilities	6,910.00
Total Liabilities	19,110.00
TOTAL LIABILITIES & EQUITY	<u>19,110.00</u>