

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

June 14, 2021

Held Virtually Via Zoom

CALL TO ORDER: MAYOR DIA COSTELLO. 7:02 PM

PRESENT

Mayor: Dia Costello.

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

Town Manager: (TM) Beth Boa.

Glen Echo Environment Committee Chair: Holly Shimizu

Residents: Raya Bodnarchuk (Harvard Ave), Aaron Hirsch (University Ave), Mona Kishore (University Ave), Robin Kogelnik (Princeton Ave), Emily Parsons (The Echo).

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

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

COUNCIL MEETING MINUTES: ACTION ON MAY 10, 2021 MEETING

Minutes of the May 10, 2021 Council meeting were approved.

Motion to Approve Minutes: CM Wilson; 2nd CM Stiglitz. Approved 3-0.

GLEN ECHO ENVIRONMENT COMMITTEE: Shimizu

Chesapeake Bay Trust Grant:

Robin Kogelnik announced that the Town was awarded the Chesapeake Bay Trust Grant in the amount applied for of \$14,700. This grant will be used to hire one of three vendors that provided proposals to recommend green stormwater remedies in the Town. GEEC Chair Shimizu, Robin Kogelnik, and TM Boa will attend the press event June 24 in Delaware. The GEEC will meet to evaluate the three proposals and suggest one to the Council at the July meeting.

Pesticide Policy 21-05:

GEEC Chair Shimizu summarized the Pesticide Policy which would impact the Town Hall, public parks, streets and sidewalks. It codifies what the Town is doing now in using non toxic, safe products to control weeds and any insect pests. It will be included in any request for bids for a landscaping vendor.

Motion to Adopt Pesticide Policy 21-05: CM Wilson; 2nd CM Spealman. Approved 3-0.

Municipal Carbon Footprint Report:

The Town was provided a University of Maryland student volunteer who developed the municipal carbon footprint report. It considers streetlight electricity, Town Hall electricity and gas use. The Town is in line with other similar towns.

Insect Hotel:

Troy Etulain (Oxford Rd) donated time and materials and built an insect hotel. It was installed on the Town trolley right of way near the Nancy Long pollinator garden on June 14. The Wild Bird Center gave permission for it to be bolted to the fence. Mona Kishore (University Ave) is an entomologist and offered to lead an educational program for the Town's children.

National Wildlife Federation Certified Habitat:

The Nancy Long garden is certified habitat through NWF. Ms. Shimizu mentioned residents are able to certify their gardens through NWF.

APPOINT MAYOR COSTELLO TO GLEN ECHO PARK PARTNERSHIP FOR ARTS AND CULTURE BOARD:
Costello

Mayor Costello informed the Council that resident Martha Shannon (Wellesley C) is the president of GEPPAC.

Motion to Appoint Mayor Costello to GEPPAC Board: CM Spealman; 2nd CM Wilson. Approved 3-0.

AMERICAN RESCUE PLAN FUNDS: Costello

The Council discussed whether to request American Rescue Plan funds. The Maryland Municipal League estimates the Glen Echo Allocation as \$266,020. Tranche 1 (half of the total allocation) would be distributed by the Department of Budget and Management of the state shortly after all requested information is submitted (i.e. mid-July). Tranche 2 (the second half) will be distributed a year from the date of the first tranche.

The Town has the option to accept or decline these funds by June 30. MML recommends accepting them as any amount not allocated by 2024 can be returned. There are two applicable areas which the Town could consider using these funds. The Town could transfer the funds outside of the town and provide assistance to households, small businesses or non profits adversely affected by the pandemic. However the Town is more likely to use them for stormwater remediation and claim lost revenue for the rental of Town Hall that was closed and un-rentable during the covid pandemic among other possible uses. TM Boa is setting up a Town Managers' meeting on June 22 to consult on if/how local Towns are using the funds. The Council decided to accept the funds.

REOPENING TOWN HALL FOR RENTALS: Costello

The Council discussed reopening Town Hall for rentals as many Covid restrictions have been dropped by the state and Montgomery County. Bannockburn Community Club is open for rentals as is the Glen Echo Park Spanish Ballroom. The Council agreed to open Town Hall for rentals starting July 17, 2021. TM Boa will alert renters and the residents.

REVISED TOWN HALL RENTAL AGREEMENT: Costello

The Council approved the revised Town Hall rental agreement with an amendment. The agreement was prepared by Attorney Ron Bolt in light of Covid-19.

Motion to Approve Rental Agreement as Amended: CM Wilson; 2nd CM Stiglitz. Approved 3-0.

UPCOMING EVENTS: TOWN JULY 4 PARADE AND SUMMER PICNIC: Costello

The 4th of July Parade will take place and is being arranged by Angela Hirsch. The Council agreed this was safe to take place.

The Council and Mayor agreed on July 18 for the Town Picnic. The caterer will be California Tortilla. Residents can BYOB and wine. Desserts are welcomed. The pie baking contest will be held again and be judged by the Council. The Town will purchase gift cards from local restaurants as prizes.

THRIVE MONTGOMERY 2050 UPDATE: Wilson

CM Wilson updated the Council on Thrive Montgomery 2050. This plan would increase density especially near metro stations and BRT stations. The Thrive Montgomery Coalition asked if Glen Echo would sign on to their letter to the County Council asking for changes to the plan. The Council considered if Glen Echo should sign on to support local municipalities although Glen Echo would likely not be very affected by the plan. TM Boa will ask Attorney Bolt if he has seen the letter and if so, should Glen Echo sign on.

TOWN MANAGER CONTRACT – INCREASE IN PTO: Costello

Mayor Costello asked the Council to consider increasing TM Boa's PTO from 6.5 days annually to 10 or 15 days annually. The Council agreed to increase PTO to 10 days and will reconsider in one year.

Motion to Approve Increasing TM PTO to 10 Days/Year: CM Stiglitz; 2nd CM Spealman. Approved 3-0.

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

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

Revenue:

The Town received \$18,441 in public utility revenue in May; the Town is at 89% of expected revenue in this category.

The Town received \$27,418 in May in state income tax and the Town has received 112% of expected revenue in this category.

Total Revenues so far this FY: \$367,612 expected: \$364,075.

Expenses:

Bolt Legal expense was \$1,609 for April broken out by categories as follows: 5% on Post Office lease review, 49% for 7326 University Right of Way Agreement, 25% on election procedure.

Joseph F. Toomey Associates costs for April were \$450. These costs were allocated as follows: 90% for 7326 University Right of Way Agreement, and 10% for Vassar Circle permit review.

Hughes Landscaping - \$4,975 for tree pruning, planting, mowing, mulching/spring clean up.

Motion to Approve the Financial Report: CM Spealman; 2nd CM Wilson. Approved 3-0.

OPERATIONS REPORT: Infrastructure; Administrative; Social: TM Boa

Town Operations and Activities during the month of May include:

Infrastructure Issues:

Grate on Upper Bryn Mawr: This grate was fixed in August 2020 however the welded piece broke off again and was missing. Hughes Landscaping responded that this work is under warranty (it originally cost \$995). They repaired the grate again May 28.

Tree Survey by Hughes Landscaping (arborist): The arborist from Hughes Landscaping reviewed Town trees and made recommendations for clearance and tree removal. This review was at no charge to the Town. A lot of the work would involve Pepco. Mayor Costello and TM Boa will meet with the arborist to go over his recommendations and how to coordinate with Pepco.

Sprinkler Inspection: The Town scheduled an inspection of the sprinkler in the attic for June 16. It will cost \$450.

Elevator Maintenance and Inspection: The Town scheduled the required state elevator inspection for July 15. Maintenance was scheduled for June 10.

Building Updates & Other Permits: A permit amendment to add a screened porch at 10 Vassar Circle was granted. The Town expects the 7316 University porch permit application after the resident gets a County permit.

WSSC Repair at 6101 Harvard: The permanent patch has been installed.

Administrative:

Special election June 25 in Town Hall 5-9pm: This will fill a 2-year Council Member seat.

Office Updates: The office furniture was updated with a standing desk and new ergonomic chair. A student in Glen Echo will be assisting with office organization tasks and possibly helping scan documents for the digitization effort. She will receive SSL Hours from the Town.

LGIT Renewal Submitted: The Town submitted the Local Government Insurance Trust renewal application.

Landscape Request for Bids: The Town is considering whether to go out to bid for the landscaping contract in the fall.

VASSAR CIRCLE: Costello

Aaron Hirsch of 2 Vassar LLC asked to be released from the \$45,000 surety bond held by the Town. It had been reduced from \$100,000 June 2020. 2 Vassar LLC pays \$1125 each April for the bond. If released now, \$937 would be returned. Each of the three houses has a \$3000 right of way restoration bond to protect the street, sidewalk and curbs.

Mr Hirsch reported that he had completed the roadway widening and resurfacing, 6 ADA sidewalks, and curbs. Signage has also been installed. He stated since that work has been completed he has met the requirements and requested release from the surety bond. Mr Hirsch acknowledged that none of the circumstances had changed from his prior request in May 2020.

Mr Hirsch had requested this release in May 2020 and the bond amount was reduced in June 2020. This was at the recommendation of Town Engineer Joe Toomey and Town Attorney Ron Bolt. Mayor Costello stated that site stabilization, driveway aprons, stormwater, and super silt fence barriers are not complete and still ongoing. The site has no staging area and the work area is very tight, making it possible damage could occur.

The Council asked to see a report from Town Engineer Joe Toomey from May 2020 as well as a new report of the current status. Mr. Hirsch will be provided this as well. The Council will review both and reconsider the request at the July Council Meeting.

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

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

ADJOURNMENT:

Motion to adjourn: CM Stiglitz; 2nd CM Speelman. All in favor. Meeting Adjourned 8:45 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: *Dia Costello* Date: *7-21-2021*
Mayor, Dia Costello

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

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate Property Tax	136,899	136,743	156	100%
02. Personal Property				
02.1 Corporate	1,627	2,000	-373	81%
02.2 Unincorporated	124	100	24	124%
02.3 Public Utility	19,473	22,000	-2,527	89%
Total 02. Personal Property	21,224	24,100	-2,876	88%
03. State Income Tax	128,908	115,000	13,908	112%
04. Highway	12,802	15,301	-2,499	84%
05. License/Permits				
05.1 Admissions & Amusement	0	300	-300	0%
05.4 Judiciary receipts	14			
05.2 Build Perm	9,025	5,000	4,025	181%
Total 05. License/Permits	9,039	5,300	3,739	171%
06. Rental Inc				
06.1 Post Off.	26,583	31,899	-5,316	83%
06.2 T H Rental	110	3,000	-2,890	4%
06.3 Parking Lot-Tulane	3,600	3,600	0	100%
Total 06. Rental Inc	30,293	38,499	-8,206	79%
07. Interest	695	1,500	-805	46%
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	4,713	2,000	2,713	236%
10.2 Subscriptions	0	100	-100	0%
Total 10. Echo Newsletter	4,713	2,100	2,613	224%
11 Miscl Revenue				
11.1 Walking Tour Book	25	0	25	100%
11.3 History of TGE	35			
11.4 Env Project Restricted Inc	575	1,250	-675	46%
11 Miscl Revenue - Other	0	20	-20	0%
Total 11 Miscl Revenue	635	1,270	-635	50%
Total Income	367,614	364,075	3,539	101%
Expense				
Reconciliation Discrepancies	-3,262			
24.8 Wynne Repayment FY21	6,910	6,910	0	100%
20 Payroll				
20.1 Salary	55,385	60,000	-4,615	92%
20.2 Employer Taxes	4,262	4,500	-238	95%
20.3 Staff Training	950	1,000	-50	95%
Total 20 Payroll	60,597	65,500	-4,903	93%
21 Professional Services				
21.1. Auditor	7,250	8,000	-750	91%

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

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
21.2. Legal				
21.21 Town Attorney	12,114	20,000	-7,886	61%
21.22 Specialized Legal Svcs.	0	5,000	-5,000	0%
Total 21.2. Legal	12,114	25,000	-12,886	48%
21.4 Oth Prof Svcs	342	1,000	-658	34%
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	1,070	1,000	70	107%
21.8 Arborist	0	500	-500	0%
21.9 Town Engineer/Bld. Insp.	9,240	16,000	-6,760	58%
21.10 Office Temporary Help	0	500	-500	0%
Total 21 Professional Services	33,518	56,632	-23,114	59%
22. Fixed Op Ex				
22.1 Office & TH Utilities				
22.11 Electrical	1,400	2,100	-700	67%
22.12 Gas	1,147	1,000	147	115%
22.13 Telephone/Internet	2,563	3,200	-637	80%
22.14 WSSC	508	750	-242	68%
Total 22.1 Office & TH Utilities	5,618	7,050	-1,432	80%
22.2 Office				
22.21 Office Supplies	1,612	2,000	-388	81%
22.22 Software/Domain	672	500	172	134%
22.23 Copier Rental	1,582	1,500	82	105%
Total 22.2 Office	3,866	4,000	-134	97%
22.3 Bank Fees	640	250	390	256%
22.4 Website	461	500	-39	92%
22.5 Ins & Bond	3,018	3,000	18	101%
22.6 Dues, Subs., Conf.	1,217	2,500	-1,283	49%
22.7 Admin				
22.71 Admin. Payroll Fee	1,977	2,000	-23	99%
22.72 Flyer Delivery Charges	90	200	-110	45%
22.73 Miscl. Admin Fee	362	500	-138	72%
Total 22.7 Admin	2,429	2,700	-271	90%
22.8 Echo				
	2,232	2,500	-268	89%
22.9 Town Hall				
22.95 Covid Disinfection	365	0	365	100%
22.91 TH Supplies	1,385	2,000	-615	69%
22.92 TH Cleaning Service	3,295	3,500	-205	94%
22.93 TH Maintenance	2,610	11,608	-8,998	22%
22.94 TH Elevator Maintenance	1,551	2,000	-449	78%
22.9 Town Hall - Other	248			
Total 22.9 Town Hall	9,454	19,108	-9,654	49%
22.110 T H Improv	1,750	1,750	0	100%
22.120 Office Furniture & Equip	0	1,000	-1,000	0%

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

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
Total 22. Fixed Op Ex	30,685	44,358	-13,673	69%
23 Streets				
23.1 Streetlights	7,150	9,500	-2,350	75%
23.2 Street Sweeping	0	2,500	-2,500	0%
23.4 Stormwater Projects	8,745	20,000	-11,255	44%
23.5 Street Repair	0	15,000	-15,000	0%
23.6 Sidewalk Repair	2,900	5,000	-2,100	58%
Total 23 Streets	18,795	52,000	-33,205	36%
24 Town Services				
24.1 Community Contribution	4,000	4,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	6,099	7,500	-1,401	81%
24.22 Town Right of Way	3,888	7,200	-3,312	54%
24.23 Environmental Imp Project	500	500	0	100%
Total 24.2 Landscape	10,487	15,200	-4,713	69%
24.3 Snow Removal	25,327	25,000	327	101%
24.4 Refuse/Recycling	35,200	40,000	-4,800	88%
24.5 Town Trees				
24.51 Town Tree Pruning	1,140	3,000	-1,860	38%
24.52 Town Tree Removal	0	5,000	-5,000	0%
Total 24.5 Town Trees	1,140	8,000	-6,860	14%
24.6 Leaf Removal	13,650	13,550	100	101%
24.7 Community Events	0	8,500	-8,500	0%
Total 24 Town Services	89,804	114,250	-24,446	79%
Total Expense	237,047	339,650	-102,603	70%
Net Ordinary Income	130,567	24,425	106,142	535%
Net Income	130,567	24,425	106,142	535%

Town of Glen Echo

Revenue/Expenses by Month

July 2020 through May 2021

Ordinary Income/Expense	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	TOTAL
Income												
01. Real Estate Property Tax	0	10,052	5,374	54,656	9,123	1,992	45,700	4,110	1,601	4,290	0	136,898
02. Personal Property	0	0	381	47	81	2	1,032	0	191	1,049	18,441	21,224
03. State Income Tax	-247	247	0	15,722	51,743	0	1,816	27,418	4,790	0	27,418	128,907
04. Highway	0	0	3,262	161	1,556	0	0	2,803	2,621	0	2,398	12,801
05. License/Permits	-113	188	0	100	300	150	8,000	0	250	0	164	9,039
06. Rental Inc	0	6,258	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,768	30,290
07. Interest	56	39	46	24	35	37	23	26	32	378	0	696
08. County Revenue Sharing	20,762	0	0	0	0	0	0	0	0	0	0	20,762
09. Cable Franchise	-812	812	0	0	817	0	0	827	0	0	0	1,644
10. Echo Newsletter	0	0	4,175	0	0	138	0	400	0	0	0	4,713
11. Miscl Revenue	350	0	0	50	50	0	0	0	15	20	150	635
Total Income	19,996	17,596	15,896	73,418	66,363	4,977	59,229	38,242	12,158	8,395	51,339	367,609
Expense												
Reconciliation Discrepancies	0	0	-3,262	0	0	0	0	0	0	0	0	-3,262
24.8 Wynne Repayment FY21	0	0	0	0	0	0	0	0	0	6,910	0	6,910
20 Payroll	4,968	4,968	5,918	7,453	4,968	4,968	4,982	4,980	4,968	7,453	4,968	60,594
21 Professional Services	-125	2,979	4,553	5,828	4,112	1,809	5,461	1,623	2,142	3,066	2,059	33,517
22. Fixed Op Ex	5,188	3,743	1,093	2,476	1,985	2,369	1,987	2,005	2,589	3,317	3,928	30,685
23 Streets	-1,595	3,202	636	659	749	3,667	800	797	729	8,473	677	18,794
24 Town Services	3,234	7,688	5,983	3,872	3,772	9,616	19,577	17,681	5,352	4,845	8,178	89,803
Total Expense	11,570	22,580	14,936	20,288	15,586	22,429	32,807	27,091	15,780	34,064	19,810	237,041
Net Ordinary Income	8,326	-4,984	960	53,130	50,777	-17,452	26,422	11,151	-3,622	-25,669	31,529	130,568
Net Income	8,326	-4,984	960	53,130	50,777	-17,452	26,422	11,151	-3,622	-25,669	31,529	130,568

9:52 AM
06/07/21
Accrual Basis

**Town of Glen Echo
Account Balances New**

**As of May 31, 2021
May 31, 21**

ASSETS

Current Assets

Checking/Savings

PNC - Checking	36,751.89
PNC - Money Market	707,738.54
MD Local Gov't Investment Pool	83,983.35
SunTrust Cash-Checking	0.01
Total Checking/Savings	828,473.79
Total Current Assets	828,473.79
TOTAL ASSETS	828,473.79

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	19,110.00

Town of Glen Echo
Expenses by Vendor Summary

May 2021

May 21

Advance Business Systems	127
Bolt Legal, LLC	1,609
Business Insurance Now	340
Case Design/Remodeling, Inc	340
Hughes Landscaping & Supply Co. Inc.	4,978
Joseph F. Toomey Associates, Inc	450
Kencor, Inc	438
Key Sanitation, Incorporated	3,200
Maid Brigade, Inc	290
PEPCO - (streetlights)	776
PNC Bank	1,233
Stratus Building Solutions of Maryland	365
Verizon - Phone Line	286
Washington Gas	106
TOTAL	<u>14,538</u>