

The Town of
GLEN ECHO

Chartered 1904

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TOWN COUNCIL MEETING MINUTES

September 13, 2021

Held Virtually Via Zoom

CALL TO ORDER: MAYOR DIA COSTELLO. 7:01 PM

PRESENT

Mayor: Dia Costello.

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

Town Manager: (TM) Beth Boa.

Residents: Martha Shannon (Wellesley C), Bill Vincent (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 JULY 15, 2021 MEETING

Minutes of the July 15, 2021 Council meeting were approved as amended.

Motion to Approve Minutes as Amended: CM Spealman; 2nd CM Wilson. Approved 4-0.

APPOINTING VICE PRESIDENT OF COUNCIL: Costello

Mayor Costello appointed Council Member Matt Stiglitz as Vice President of Council.

REVISED TOWN HALL RENTAL AGREEMENT

The Council reviewed two changes to the rental agreement:

Rental charges are payable in advance within 1 week of reservation. Cancellation Policy – 10 business days or greater Full Refund, less than 10 business days No Refund. Previously this was 45 days.,

Quiet hours shall be observed as the Town Hall is in a residential area. Music and other loud noise shall stop at 10pm Sunday through Thursday and 11 pm Friday and Saturday. This is a new requirement.

Motion to Approve Rental Agreement as Amended: CM Kishore; 2nd CM Stiglitz. Approved 4-0.

CLARA BARTON HOUSE: Costello

The National Park Service has approached Glen Echo Park Partnership for Arts and Culture (GEPPAC) and Montgomery County regarding the long term use of the Clara Barton House. This historic structure on Oxford Rd near the large parking lot was built in 1891 for the use of the Red Cross and became Clara Barton's home. GEPPAC has been approached by the National Park Service to consider being a partner in using and maintaining the house. Currently the NPS is putting forward a federal funding request to do needed renovations to the house and grounds. They are hoping to receive \$22m for the project. If funded, the work would start in FY23 and would not be completed for several years. GEPPAC has not seen the budget NPS put together. GEPPAC's role as a partner would be to use designated spaces in the house for their programs. To take this on the GEPPAC board and staff along with the County would need to study the options and weigh the pros and cons of the new venture.

The NPS asked GEPPAC to vote on their interest in pursuing this opportunity in September. The vote was to be whether or not they would like to work on this as a potential partnership. At the same time the NPS will be issuing a Request for Interested Parties to seek other potential partners.

On September 8, GEPPAC voted to be interested in the NPS project and continue discussion with NPS. GEPPAC has some concern about long term maintenance and security after renovation.

The potential renovation would impact the Town's residents and streets. Although nothing has been asked of the Town yet, NPS may appreciate a letter of support from the Town for getting the funding, highlighting the importance of CB House since it's so close to GE and clearly in disrepair. The Council indicated support of drafting a letter to NPS from the Town Council.

Martha Shannon, President of GEPPAC, offered to set up a tour of the house for the Council. The Council would like NPS to attend Council Meetings quarterly.

BUDGET AMENDMENTS: Boa

Revenue:

11.5 American Rescue Plan Monies: The Town received the first tranche (half) of the grant money.

The Council is asked to approve a budget amendment of \$133,010.03. This is a new source of revenue. The other half will be delivered in 12 months, in 2022.

Expense:

24.52 Tree Removal: The budget is \$2,500 for FY22. The Town has spent or obligated \$3,990 for tree removal. The Council is asked to approve an additional \$1,490 to cover this expense. The trees were located in the right of way, park, and behind Town Hall.

Motion to Approve Budget Amendments: CM Spealman; 2nd CM Kishore. Approved 4-0.

FINANCIAL REPORT FOR THE MONTHS OF JULY AND AUGUST: (copy attached). TM Boa

The months of July and August were exceptional months in terms of revenue and expenses.

The Town received property taxes \$10,177.79, 7% of expected for FY22.

The Town received \$133,010.03 in its first tranche of American Rescue Plan Act Funds. The other half will be delivered in 12 months. The funds were put in a new, separate account at PNC.

The Town received \$775 in cable franchise funds, 23% of expected for FY22.

Echo Advertising Invoices: Sent out mid-August. Total due is \$3,500.

Expenses:

Bolt Legal expense was \$1,240 for July broken out by categories as follows 60% for WMATA Trestle Bridge removal, 5% on stormwater study contract, 18% on door to door solicitation, 12% on no parking issue.

Joseph F. Toomey Associates There was no bill for July.

Hughes Landscaping: Landscaping costs were \$4,832 which was for mowing, weed spraying, street sweeping, a tree removal, garden visits, and pruning at Town Hall.

Rolling Acres: \$2,180 for pruning on Columbia and Oberlin.

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

OPERATIONS REPORT: Infrastructure; Administrative; Social, Resident Concerns: TM Boa

Town Operations and Activities during the month of August included:

Infrastructure:

American Rescue Plan: MML is holding a webinar September 14 at 10am. This 1.5-hour webinar will provide an overview of the ARP, detail how funds can support stormwater and wastewater, share several examples of local government plans for funding, and a follow-up document with jurisdiction and national resources for additional questions. The webinar goals are to address questions, learn of examples, and consider funding projects that address long-standing water infrastructure needs. Based on calculations, Glen Echo does not have any lost revenue at this time. Because the calculation factors in all revenues, not just lost rental income, the increases in other revenue streams offset the lost rental income. The ARPA Funds can be used to repair streets if the repair of streets/sidewalks was affected by stormwater fixes. ARPA Funds can be used if it's very specific road repair related to the stormwater project. ARPA Funds are restricted, and not part of daily operations. The Council will draft a letter to the Town residents about the funds and what the uses are.

Chesapeake Bay Trust Grant: the contractor, Greening Urban, plans to submit its first draft of design recommendations for stormwater remedies on September 24. TM Boa, Holly Shimizu and Robin Kogelnik will meet with them September 17, and then review the report and respond to them.

Sustainable Maryland: After the second round of reviews for Sustainable Maryland certification, the Town is reportedly in good shape according to Mike Hunninghake. There are a few things that are "must revise" by September 20 so TM Boa will work on those. The award ceremony is at the MML Conference on October 12 in the morning in Turf Valley (Ellicott City).

Tree on Oberlin: A business owner notified Town that a limb dropped on a car at Oberlin. A previous assessment in 2018 did not suggest any action on the tree in question. The trees are now recommended for removal by an arborist. The Town followed up with the business owner and has not heard back.

Holly Bush: The Holly bush at MacArthur and Harvard was removed by Bevan Shimizu, who volunteered to do so at no cost, as it was blocking the line of sight for drivers.

Vegetation Cutback: Took place September 10 by Hughes Landscaping.

Weed Control: TM Boa had Hughes Landscaping switch from Avenger to 30% vinegar for weed spraying. Vinegar costs a lot less (\$140 vs \$403) and was very effective.

Leaf Pick Up: Tuesdays November 2, 9, 23 - December 7 and 21. Monday is full. Last year was Tuesdays.

Street Name Signs: Mayor Costello and TM Boa had a meeting with Joe Cutro August 17. He suggests putting up temporary street name signs, since the Town may be doing infrastructure work like repaving roads. This work could damage signs. However the Town decided not to go forward with temporary signs due to the cost and the administrative time. The Council would like the FY23 budget to include funds for new street name signs.

Fence at Post Office: The fence by the handicapped entrance to the post office was fixed and painted.

Post Office Sign: The sign at MacArthur and Harvard was removed to be repainted.

Building Updates & Other Permits:

5900 Oxford Road: New Deck

29 Wellesley: Shed

7309 University: new patio, interior renovations no permit required.

6004 Princeton: Dumpster Permit

14 Vassar: Fence permit

Vassar Circle Update: Gas connections to houses were installed, still need grading and drainage work before they pour the driveways.

Social:

Insect Hotel Dedication: September 30 at 6pm at the site of the insect hotel.

Town Wide Yard Sale: Sat. Oct 2 from 9-12 rain or shine. In the case of rain, it will not be moved into Town Hall. People can borrow tables from the Town Hall. Volunteers are always appreciated, let Diana Hudson-Taylor know if you can help.

October 31 Halloween party: Planning to hold it outside. It is on a Sunday. In 2019 it was from 5:30-6:30. Need set up and clean up volunteers. Trick or treating – follow county guidelines. It will be held 5-6pm and the Livable Town Committee will help with set up at 4 pm and clean up. The Town will provide pizza and waters.

Administrative:

New payroll company: The Town hired Valley Processing, which charges half the amount that Paychex charges. The Town was having customer service problems with Paychex. Valley Processing was recommended by the Town of Chevy Chase View.

RFB for Landscaping: This Request for Bids is going to open Sept. 14 - Oct 14. The new landscaper would start in the spring.

Town Engineer: Joe Toomey is retiring in November. Mayor Costello and TM Boa met with him August 30 to discuss Town's needs for an engineer. Three engineers have been contacted to request resumes. There were two resumes submitted so far.

Website: The website is now ADA accessible for sight impaired. A free plugin call EqualWeb was installed.

Town Hall Rentals: The English Dancers rented Town Hall on July 28 then cancelled for all of August. Some other rentals have been going forward, and some are being cancelled. Per the County, masks are required in Town Hall. The English Dancers will only come back when County transmission has been low for a week.

Scottish Dancers: TM Boa spoke with a representative for a Scottish Dancer group. They are interested in using Town Hall. We discussed terms but it is not finalized.

Audit: TM Boa has uploaded and sent documents to the auditor in August. The auditor can attend the October 18 Council Meeting.

ICMA Sustainable Communities Committee: TM Boa was asked to serve on this committee for a two year term.

MML Meeting: October 10-12 in Ellicott City.

Vacation September 23-27: TM Boa will be out of the office.

Resident Concerns:

Parking Spot at 6004 Princeton: Two residents on Princeton have different opinions about adding a no parking spot at 6004 Princeton. The Council discussed the issue, if residents want a no parking spot added they need to come to the Town Council Meeting to discuss it.

Issues with Dogs Barking: The Town was contacted about dogs barking in an area of Town. TM Boa is monitoring this issue. Neighbors report that the situation has improved. TM Boa will circulate the animal control ordinance (18-03) to the Council.

LIVABLE TOWN COMMITTEE: Wilson

The watershed cleanup date is October 9 from 9-12 at Minnehaha Creek.

OCTOBER MEETING DATE: Costello

The October meeting will be October 14 via Zoom as TM Boa will be at the Maryland Municipal League meeting October 11.

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

Mayor Costello announced a closing opportunity for comments by the residents. No residents made comments.

ADJOURNMENT:

Motion to adjourn: CM Stiglitz; 2nd CM Wilson. All in favor. Meeting Adjourned 8:55 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved by: 
Mayor, Dia Costello

Date: 10-16-2021

8:57 AM
09/01/21
Accrual Basis

**Town of Glen Echo
Account Balances New**

As of August 31, 2021

Aug 31, 21

ASSETS

Current Assets

Checking/Savings

PNC Checking ARP Funds 6121	133,010.03
PNC - Checking	8,264.84
PNC - Money Market	719,963.30
MD Local Gov't Investment Pool	83,990.87
Total Checking/Savings	<u>945,229.04</u>
Total Current Assets	<u>945,229.04</u>
TOTAL ASSETS	<u>945,229.04</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	<u>3,000.00</u>
Total Bond Deposit	<u>12,200.00</u>
Total Other Current Liabilities	<u>12,200.00</u>
Total Current Liabilities	<u>12,200.00</u>
Total Liabilities	<u>12,200.00</u>
TOTAL LIABILITIES & EQUITY	<u>12,200.00</u>

Town of Glen Echo
Revenue/Expenses by Month

July through August 2021

Jul 21 Aug 21 TOTAL

Ordinary Income/Expense

Income

01. Real Estate Property Tax	0	10,178	10,178
02. Personal Property	108	12	120
03. State Income Tax	0	397	397
05. License/Permits	0	175	175
06. Rental Inc	-50	4,383	4,333
07. Interest	25	2	27
09. Cable Franchise	0	776	776
10. Echo Newsletter	0	3,500	3,500
11 Miscl Revenue	0	10	10

Total Income

83 19,433 19,516

Expense

Reconciliation Discrepancies	0	0	0
20 Payroll	5,093	5,093	10,186
21 Professional Services	652	1,482	2,134
22. Fixed Op Ex	6,773	2,499	9,272
23 Streets	613	1,728	2,341
24 Town Services	6,515	10,498	17,013
Total Expense	19,646	21,300	40,946

Net Ordinary Income

Net Income **-19,563 -1,867 -21,430**

Town of Glen Echo
Expenses by Vendor Summary
August 2021

	<u>Aug 21</u>
Advance Business Systems	131
Bolt Legal, LLC	1,240
Digital Handyman, Inc	105
Elizabeth Boa.	100
Hughes Landscaping & Supply Co. Inc.	4,832
Key Sanitation, Incorporated	3,200
Mary Ruttkay	75
PEPCO - (streetlights)	835
PNC Bank	3,103
Rolling Acres Landscaping, Inc	2,180
The Hartford	100
Verizon - Phone Line	261
Washington Gas	12
TOTAL	16,174

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

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate Property Tax	10,178	140,000	-129,822	7%
02. Personal Property				
02.1 Corporate	119	2,000	-1,881	6%
02.2 Unincorporated	0	100	-100	0%
02.3 Public Utility	0	19,000	-19,000	0%
Total 02. Personal Property	119	21,100	-20,981	1%
03. State Income Tax	397	130,000	-129,603	0%
04. Highway	0	15,000	-15,000	0%
05. License/Permits				
05.1 Admissions & Amusement	0	300	-300	0%
05.2 Build Perm	175	1,000	-825	18%
Total 05. License/Permits	175	1,300	-1,125	13%
06. Rental Inc				
06.1 Post Off.	2,658	31,899	-29,241	8%
06.2 T H Rental	1,375	6,000	-4,625	23%
06.3 Parking Lot--Tulane	300	3,600	-3,300	8%
Total 06. Rental Inc	4,333	41,499	-37,166	10%
07. Interest	27	500	-473	5%
08. County Revenue Sharing	0	27,448	-27,448	0%
09. Cable Franchise	776	3,400	-2,624	23%
10. Echo Newsletter				
10.1 Advertisements	3,500	4,000	-500	88%
10.2 Subscriptions	0	100	-100	0%
Total 10. Echo Newsletter	3,500	4,100	-600	85%
11 Misl Revenue				
11.1 Walking Tour Book	10	20	-10	50%
11.4 Env Project Restricted Inc	0	200	-200	0%
Total 11 Misl Revenue	10	220	-210	5%
Total Income	19,515	384,567	-365,052	5%
Expense				
Reconciliation Discrepancies		0		
20 Payroll				
20.1 Salary	9,462	61,500	-52,038	15%
20.2 Employer Taxes	724	4,500	-3,776	16%
20.3 Staff Training	0	1,000	-1,000	0%
Total 20 Payroll	10,186	67,000	-56,814	15%
21 Professional Services				
21.1. Auditor	0	8,000	-8,000	0%
21.2. Legal				
21.21 Town Attorney	1,389	20,000	-18,611	7%
21.22 Specialized Legal Svcs.	0	5,000	-5,000	0%
Total 21.2. Legal	1,389	25,000	-23,611	6%

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

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
21.4 Oth Prof Svcs	75	500	-425	15%
21.5 Traffic Study Consultant	0	3,000	-3,000	0%
21.6 Records Ret./Archiving	0	1,500	-1,500	0%
21.7 IT Support	105	1,000	-895	11%
21.8 Arborist	0	500	-500	0%
21.9 Town Engineer/Bld. Insp.	503	16,000	-15,497	3%
21.10 Office Temporary Help	62	500	-438	12%
Total 21 Professional Services	2,134	56,000	-53,866	4%
22. Fixed Op Ex				
22.1 Office & TH Utilities				
22.11 Electrical	304	2,100	-1,796	14%
22.12 Gas	25	1,000	-975	3%
22.13 Telephone/Internet	522	3,200	-2,678	16%
22.14 WSSC	0	750	-750	0%
Total 22.1 Office & TH Utilities	851	7,050	-6,199	12%
22.2 Office				
22.21 Office Supplies	22	2,000	-1,978	1%
22.22 Software/Domain	349	750	-401	47%
22.23 Copier Rental	392	1,500	-1,108	26%
Total 22.2 Office	763	4,250	-3,487	18%
22.3 Bank Fees	9	250	-241	4%
22.4 Website	0	600	-600	0%
22.5 Ins & Bond	2,415	3,000	-585	81%
22.6 Dues, Subs., Conf.	1,035	5,000	-3,965	21%
22.7 Admin				
22.74 Digitizing Records	0	5,750	-5,750	0%
22.71 Admin. Payroll Fee	200	2,000	-1,800	10%
22.72 Flyer Delivery Charges	0	200	-200	0%
22.73 Miscl. Admin Fee	0	500	-500	0%
Total 22.7 Admin	200	8,450	-8,250	2%
22.8 Echo	190	2,500	-2,310	8%
22.9 Town Hall				
22.95 Covid Disinfection	0	750	-750	0%
22.91 TH Supplies	195	2,000	-1,805	10%
22.92 TH Cleaning Service	290	3,500	-3,210	8%
22.93 TH Maintenance	1,265	4,000	-2,735	32%
22.94 TH Elevator Maintenance	825	2,000	-1,175	41%
Total 22.9 Town Hall	2,575	12,250	-9,675	21%
22.110 T H Improv	975	3,500	-2,525	28%
22.120 Office Furniture & Equip	260	300	-40	87%
Total 22. Fixed Op Ex	9,273	47,150	-37,877	20%
23 Streets				
23.1 Streetlights	1,240	9,500	-8,260	13%
23.2 Street Sweeping	1,100	2,500	-1,400	44%

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

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
23.3 Street Signs	0	1,000	-1,000	0%
23.4 Stormwater Projects	0	20,000	-20,000	0%
23.5 Street Repair	0	10,000	-10,000	0%
23.6 Sidewalk Repair	0	5,000	-5,000	0%
Total 23 Streets	2,340	48,000	-45,660	5%
24 Town Services				
24.1 Community Contribution	0	3,000	-3,000	0%
24.2 Landscape				
24.21 TH Landscaping	2,339	7,500	-5,161	31%
24.22 Town Right of Way	3,520	7,300	-3,780	48%
24.23 Environmental Imp Project	0	500	-500	0%
Total 24.2 Landscape	5,859	15,300	-9,441	38%
24.3 Snow Removal	0	25,000	-25,000	0%
24.4 Refuse/Recycling	6,400	40,000	-33,600	16%
24.5 Town Trees				
24.51 Town Tree Pruning	1,717	1,500	217	114%
24.52 Town Tree Removal	950	2,500	-1,550	38%
Total 24.5 Town Trees	2,667	4,000	-1,333	67%
24.6 Leaf Removal	0	13,650	-13,650	0%
24.7 Community Events				
24.71 Livable Community Committ	0	500	-500	0%
24.7 Community Events - Other	2,086	6,500	-4,414	32%
Total 24.7 Community Events	2,086	7,000	-4,914	30%
Total 24 Town Services	17,012	107,950	-90,938	16%
Total Expense	40,945	326,100	-285,155	13%
Net Ordinary Income	-21,430	58,467	-79,897	-37%
Net Income	-21,430	58,467	-79,897	-37%