

The Town of
GLEN ECHO

Chartered 1904

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TOWN COUNCIL MEETING MINUTES

November 8, 2021
Held Virtually Via Zoom

CALL TO ORDER: MAYOR DIA COSTELLO, 7:03 PM

PRESENT

Mayor: Dia Costello.

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

Town Manager: (TM) Beth Boa.

Town Attorney: Ron Bolt

Guests: Charles Cuvelier, Superintendent of NPS.

Residents: Emily Parsons (The Echo), Martha Shannon (Wellesley Circle), Mitchell Strauss (Princeton Ave).

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

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

NATIONAL PARK SERVICE UPDATE: Charles Cuvelier, Superintendent, NPS

Mr Cuvelier has been invited to attend the Council Meetings quarterly. He provided a slideshow which was shared with the Council and Mayor. He discussed projects such as the rehabilitation of the Parkway and funding through the Great American Outdoor Act for restoring and enhancing the Clara Barton House. \$20 million has been requested, and the NPS is exploring joint tenants to use the space as well as continuing to tell the Clara Barton story.

The Council and Mayor asked about the speeding issues on Clara Barton Parkway. It is best to call the Park Police at 202-210-7500 in real time. The new US Park Police contact is John Hufflinger.

UPDATE ON ZONING TEXT AMENDMENT 19-07 SMALL CELL: Bolt

The County Council adopted ZTA 19-07 in July 2021. The ZTA changes the County's zoning rules with respect to small cell/wireless tower deployments. The Town and adjoining residents will be notified if a small cell pole is going to be replaced less than 30 feet from a residence, and there would be a public hearing. The Town will also be notified if a new pole will be installed. New pole locations (or additional height) would require a "waiver". Residents would receive notice of such a request, and if any resident objects, there would be a hearing. It is likely that there would be a batch application for 5G equipment locations for the whole Town. The Town and County must comply with "shot clocks" imposed by the FCC in reviewing applications.

Those jurisdictions that adopted a wireless telecommunications ordinance in 2019, including the Town, in response to the FCC order did so knowing that the ordinance would need to be looked at again in the future after litigation – and State and County legislation – had been resolved. Martin’s Additions is receiving a review from telecommunications attorney Mark Del Bianco. TM Boa will reach out to VMA to see what the attorney says. The ZTA does not require the Town to amend the Town ordinance, but Attorney Bolt noted that the Town may wish to have a technical review performed to confirm its standards are adequate.

UPDATE ON CABLE FRANCHISE: Bolt

Cable companies pay the Town a franchise fee of 5% of the revenue from the Town. Verizon and Comcast’s agreements are expiring in 2021. The County is negotiating with the cable companies, and the Town will sign an MOU with the County to accept the terms. Attorney Bolt will monitor the negotiations for the Town.

TOWN ENGINEER CONTRACT: Bolt

As Joseph Toomey is retiring at the end of November, the Town is negotiating a contract with Doug Lohmeyer of Montgomery Consulting. He does not carry the recommended insurance, which Attorney Bolt recommends to limit risk to the Town. As the Town maintains insurance, the risk this presents is remote to the Town. The Council asked TM Boa to check with other Towns that Mr. Lohmeyer works for the terms of his contract. TM Boa will look into the cost of the insurances. Attorney Bolt will revise the contract and resend it to TM Boa.

COUNCIL MEETING MINUTES: ACTION ON OCTOBER 14, 2021 MEETING

Minutes of the October 14, 2021 Council meeting were approved as amended.

Motion to Approve Minutes: CM Kishore; 2nd CM Spealman. Approved 3-0. (CM Stiglitz Abstained)

INTRODUCE ORDINANCE 21-08 ANIMAL CONTROL: Costello

The Mayor and TM Boa revised the animal control ordinance. The Ordinance was discussed and introduced at the Council meeting on November 8, 2021. It will be the subject of further discussion and a public hearing at the Council Meeting on December 13, 2021 at 7:00 pm, at the Town Hall or possibly via Zoom. Residents may provide comments on the Ordinance at the hearing or via email to the Council or TM Boa.

As currently drafted, the Ordinance would amend Article 2 to eliminate the Local Animal Control Officer position. Instead, the Town Manager, Mayor, and Town Council would be responsible to enforce the ordinance going forward. Also, the Ordinance would eliminate the Local Animal Advisory Committee, which was empowered to help residents address animal-related issues informally. Instead, residents would be encouraged to address issues amongst themselves and, that failing, to contact Montgomery County Animal Control for assistance.

A complete copy of the ordinance is available on the Town website or from the TM. The County animal control Code Chapter 5, which is applicable to the Town except where it is amended in the ordinance, is available on the County website.

A Town resident asked that bees be allowed under the ordinance. As written, the ordinance does not change permissible animals.

Motion to Introduce Ordinance 21-08: CM Wilson; 2nd CM Stiglitz. Approved 4-0.

LANDSCAPER CONTRACT: Costello

The Town requested landscaping bids from 9/14/2021-10/14/2021 for the upcoming season starting spring 2022. The RFB was posted on eMMA (eMaryland Marketplace), the Town website, and separately sent out to 5 landscaping firms.

The Town received 5 bids:

Environmental Resources Group

Hughes Landscaping

Maple Hill Lawn and Garden

Rolling Acres Landscaping

SanLou LLC

After reviewing the bids and speaking with the firms and their references, TM Boa recommends Maple Hill Lawn and Garden.

Their bid was reasonable and their references were excellent. They have the capability to provide all necessary services in the contract. TM Boa and Environmental Committee Chair Holly Shimizu met with the owner on November 2 and Holly Shimizu approves this choice.

The Council requested a copy of the bid amounts. TM Boa will provide a spreadsheet and the Council will consider approving a landscaper at the December 12 meeting.

CAPITAL IMPROVEMENT PLAN: Costello

The Town Council discussed the draft Capital Improvement Plan. The plan will be revised to include a timeline of expected costs going forward so the Town can be prepared to save funds. This update will be discussed at the December 13 Council Meeting. TM Boa will add a page on the website with information on Capital Improvements so that residents can be informed and provide input.

LICENSE WITH IRISH INN: Costello

The current license for the parking lot on Tulane requires 1 year's notice to terminate. The Irish Inn currently pays \$300/month. Mayor Costello / TM Boa will talk to Ron about renegotiating the lease so that the Town would need to give 6 months' notice to cancel the lease, but only 30 days' notice if the Town is selling the land.

FINANCIAL REPORT FOR THE MONTH OF OCTOBER (copy attached). TM Boa

The month of October was a busy month in terms of revenue.

The Town received:

- Verizon Franchise payment of \$672 (20% of expected).
- Highway User Revenue of \$2,467 (16% of expected).

- Admissions and Amusement Tax \$137 (46% of expected).
- Income Tax \$1,414 (now at 9% of expected).
- County Revenue Sharing \$24,105 (In past years, the Town received \$20,762 annually.)
- Property Taxes \$55,030 (now at 49% of expected)

Expenses:

Bolt Legal expense was \$295 for September broken out by categories as follows: 63% for post office lease correspondence; 21% for contract correspondence; 5% on Verizon franchise agreement re-negotiation.

Joseph F. Toomey Associates: There was no bill for September.

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

OPERATIONS REPORT: Infrastructure; Administrative; Social; TM Boa

Infrastructure:

Leaf Pick Up: Tuesdays November 2, 9, 23 - December 7 and 21.

Social:

Flu Shot Clinic – CVS provided flu shots at Town Hall October 16 to approximately 45 people.

Halloween – This party was held October 31 from 5-6 outside Town Hall. Pizza and drinks were provided.

Holiday Coffee Party – The Bean Bag will cater this event December 12 from 11-12:30 outside Town Hall.

Administrative:

Post Office Lease: The Town is working with the USPS on lease terms which will go into effect January 1, 2022. The Council will vote on this resolution at the December meeting.

Tax Duplication: The Town receives reimbursement each FY from the County for taxes that are paid to the County since we maintain our own streets. Tax duplication was designed to reimburse municipalities within Montgomery County for public services provided by municipalities which would otherwise be provided by the county government.

The Montgomery County MML Chapter has been meeting with the County CAO Rich Madaleno to advocate on tax duplication, since the County does not pay the full amount. The Chapter has requested an early draft of a bill and recommendations. These are draft documents and cannot be shared publicly.

- Municipal Tax Recommendations and the Associated AMP Workload Analysis - Police: Summarizes the total number of positions the MCPD would need to add to staff Chevy Chase, Gaithersburg, Rockville, and Takoma Park, and represents the numbers to be used by the Office of Management & Budget (OMB) in the appropriate tax reimbursement formula for municipalities
- Draft Tax Duplication Bill that would (1) codify the calculation of reimbursements to municipalities for eligible costs; (2) alter the requirements for municipalities to participate in the program; (3) provide for a timeline of when certain reimbursement activities must be accomplished; (4) eliminate the duplicative rebate program for the City of Takoma Park police services, and (5) provide a three-year phased implementation of full reimbursements.

CAO Madaleno was invited to come to an MML chapter meeting to be able to share with all municipalities and allow for questions. CAO Madaleno anticipates sharing an update with the County Council and County executive, and potentially raising the bill for review and adoption this December.

TH Rentals: Simon Says Yoga is using Town Hall as its studio during November as it prepares its new location.

Building Updates & Other Permits:

Vassar Circle – 20 Vassar is occupied.

MEETING PROTOCOL FOR DECEMBER 13, 2021:Costello

The Council will meet upstairs in Town Hall December 13 at 7pm if the mask mandate is still lifted by the County. If the mask mandate is in place, the Council will meet via Zoom.

OPPORTUNITY FOR COUNCIL TO HEAR RESIDENTS' COMMENTS:

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

CLOSED SESSION

The Town Council met in open session for the purpose of entertaining a motion to enter closed session pursuant to the Open Meetings Act, Maryland Code, General Provisions Article, Section 3-305(b)(1) to discuss the compensation and performance evaluation of the Town Manager.

Motion to enter closed session: CM ; 2nd CM . All in favor.

ADJOURNMENT:

Motion to adjourn: CM Wilson; 2nd CM Kishore. All in favor. Meeting Adjourned 9:44 pm

Minutes Prepared by: Beth Boa, Town Manager

Approved: 
Mayor, Dia Costello

Date: 12-16-2021

9:13 AM
11/01/21
Accrual Basis

Town of Glen Echo
Account Balances New
As of October 31, 2021
Oct 31, 21

ASSETS

Current Assets

Checking/Savings

PNC Checking ARP Funds 6121	133,010.03
PNC - Checking	19,153.82
PNC - Money Market	803,842.72
MD Local Gov't Investment Pool	83,995.79
Total Checking/Savings	1,040,002.36

Total Current Assets

TOTAL ASSETS

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
Total Liabilities	12,200.00
TOTAL LIABILITIES & EQUITY	12,200.00

Town of Glen Echo
Revenue/Expenses by Month

July through October 2021
Jul 21 Aug 21 Sep 21 Oct 21 TOTAL

Ordinary Income/Expense

Income	Jul 21	Aug 21	Sep 21	Oct 21	TOTAL
01. Real Estate Property Tax	0	10,178	3,850	54,941	68,969
02. Personal Property	108	12	216	89	425
03. State Income Tax	-19,841	397	29,971	1,414	11,941
04. Highway	-4,397	0	4,397	2,467	2,467
05. License/Permits	0	175	50	338	563
06. Rental Inc	-50	4,383	2,208	5,833	12,374
07. Interest	25	10	8	0	43
08. County Revenue Sharing	0	0	0	24,105	24,105
09. Cable Franchise	-776	776	0	672	672
10. Echo Newsletter	0	3,500	0	12	3,512
11 Miscl Revenue	0	13,240	0	0	13,240
Total Income	-24,931	32,671	40,700	89,871	138,311
Expense					
Reconciliation Discrepancies	0	0	0	0	0
20 Payroll	5,093	4,358	5,827	7,639	22,917
21 Professional Services	503	1,482	3,946	295	6,226
22. Fixed Op Ex	6,773	2,509	4,095	4,771	18,148
23 Streets	613	1,728	4,105	690	7,136
24 Town Services	3,901	10,498	15,029	4,617	34,045
Total Expense	16,883	20,575	33,002	18,012	88,472
Net Ordinary Income	-41,814	12,096	7,698	71,859	49,839
Net Income	-41,814	12,096	7,698	71,859	49,839

Town of Glen Echo
Expenses by Vendor Summary

October 2021

Oct 21

Acker and Sons	375
Advance Business Systems	131
AR Electrical Solutions Inc	1,918
Bolt Legal, LLC	295
Cristina B Bermudez	35
Emily Boa	200
Hughes Landscaping & Supply Co. Inc.	742
International City/County Management Asso	492
Key Sanitation, Incorporated	3,200
Maid Brigade, Inc	290
Mulheron Tree Experts, Inc	640
PEPCO - (streetlights)	690
PNC Bank	833
Print 1 Printing & Copying	380
Washington Gas	12
TOTAL	<u>10,233</u>

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

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
01. Real Estate Property Tax	68,969	140,000	-71,031	49%
02. Personal Property				
02.1 Corporate	425	2,000	-1,575	21%
02.2 Unincorporated	0	100	-100	0%
02.3 Public Utility	0	19,000	-19,000	0%
Total 02. Personal Property	425	21,100	-20,675	2%
03. State Income Tax	11,941	130,000	-118,059	9%
04. Highway	2,467	15,000	-12,533	16%
05. License/Permits				
05.1 Admissions & Amusement	138	300	-162	46%
05.2 Build Perm	425	1,000	-575	43%
Total 05. License/Permits	563	1,300	-737	43%
06. Rental Inc				
06.1 Post Off.	7,975	31,899	-23,924	25%
06.2 T H Rental	3,200	6,000	-2,800	53%
06.3 Parking Lot--Tulane	1,200	3,600	-2,400	33%
Total 06. Rental Inc	12,375	41,499	-29,124	30%
07. Interest	44	500	-456	9%
08. County Revenue Sharing	24,105	27,448	-3,343	88%
09. Cable Franchise	672	3,400	-2,728	20%
10. Echo Newsletter				
10.1 Advertisements	3,500	4,000	-500	88%
10.2 Subscriptions	12	100	-88	12%
Total 10. Echo Newsletter	3,512	4,100	-588	86%
11 Miscl Revenue				
11.6 Chesapeake Bay Trust Grant	13,230			
11.1 Walking Tour Book	10	20	-10	50%
11.4 Env Project Restricted Inc	0	200	-200	0%
Total 11 Miscl Revenue	13,240	220	13,020	6,018%
Total Income	138,313	384,567	-246,254	36%
Expense				
Reconciliation Discrepancies		0		
20 Payroll				
20.1 Salary	21,288	61,500	-40,212	35%
20.2 Employer Taxes	1,629	4,500	-2,871	36%
20.3 Staff Training	0	1,000	-1,000	0%
Total 20 Payroll	22,917	67,000	-44,083	34%
21 Professional Services				
21.1. Auditor	3,500	8,000	-4,500	44%
21.2. Legal				
21.21 Town Attorney	1,876	20,000	-18,124	9%
21.22 Specialized Legal Svcs.	0	5,000	-5,000	0%

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

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Total 21.2. Legal	1,876	25,000	-23,124	8%
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	210	1,000	-790	21%
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	6,226	56,000	-49,774	11%
22. Fixed Op Ex				
22.1 Office & TH Utilities				
22.11 Electrical	304	2,100	-1,796	14%
22.12 Gas	48	1,000	-952	5%
22.13 Telephone/Internet	783	3,200	-2,417	24%
22.14 WSSC	147	750	-603	20%
Total 22.1 Office & TH Utilities	1,282	7,050	-5,768	18%
22.2 Office				
22.21 Office Supplies	85	2,000	-1,915	4%
22.22 Software/Domain	628	750	-122	84%
22.23 Copier Rental	653	1,500	-847	44%
Total 22.2 Office	1,366	4,250	-2,884	32%
22.3 Bank Fees	28	250	-222	11%
22.4 Website	193	600	-407	32%
22.5 Ins & Bond	2,415	3,000	-585	81%
22.6 Dues, Subs., Conf.	2,182	5,000	-2,818	44%
22.7 Admin				
22.74 Digitizing Records	0	5,750	-5,750	0%
22.71 Admin. Payroll Fee	386	2,000	-1,614	19%
22.72 Flyer Delivery Charges	20	200	-180	10%
22.73 Misc. Admin Fee	445	500	-55	89%
Total 22.7 Admin	851	8,450	-7,599	10%
22.8 Echo				
	570	2,500	-1,930	23%
22.9 Town Hall				
22.95 Covid Disinfection	0	750	-750	0%
22.91 TH Supplies	548	2,000	-1,452	27%
22.92 TH Cleaning Service	870	3,500	-2,630	25%
22.93 TH Maintenance	2,383	4,000	-1,617	60%
22.94 TH Elevator Maintenance	825	2,000	-1,175	41%
Total 22.9 Town Hall	4,626	12,250	-7,624	38%
22.110 T H Improv	4,198	3,500	698	120%
22.120 Office Furniture & Equip				
	438	300	138	146%
Total 22. Fixed Op Ex	18,149	47,150	-29,001	38%
23 Streets				
23.1 Streetlights	2,586	9,500	-6,914	27%

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

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
23.2 Street Sweeping	1,100	2,500	-1,400	44%
23.3 Street Signs	0	1,000	-1,000	0%
23.4 Stormwater Projects				
23.4A CBT StormWater	3,450			
23.4 Stormwater Projects - Other	0	20,000	-20,000	0%
Total 23.4 Stormwater Projects	3,450	20,000	-16,550	17%
23.5 Street Repair	0	10,000	-10,000	0%
23.6 Sidewalk Repair	0	5,000	-5,000	0%
Total 23 Streets	7,136	48,000	-40,864	15%
24 Town Services				
24.1 Community Contribution	3,000	3,000	0	100%
24.2 Landscape				
24.21 TH Landscaping	557	7,500	-6,943	7%
24.22 Town Right of Way	5,704	7,300	-1,596	78%
24.23 Environmental Imp Project	0	500	-500	0%
24.2 Landscape - Other	900			
Total 24.2 Landscape	7,161	15,300	-8,139	47%
24.3 Snow Removal	0	25,000	-25,000	0%
24.4 Refuse/Recycling	16,000	40,000	-24,000	40%
24.5 Town Trees				
24.51 Town Tree Pruning	1,717	1,500	217	114%
24.52 Town Tree Removal	4,040	3,990	50	101%
Total 24.5 Town Trees	5,757	5,490	267	105%
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	2,127	6,500	-4,373	33%
Total 24.7 Community Events	2,127	7,000	-4,873	30%
Total 24 Town Services	34,045	109,440	-75,395	31%
Total Expense	88,473	327,590	-239,117	27%
Net Ordinary Income	49,840	56,977	-7,137	87%
Net Income	49,840	56,977	-7,137	87%