

The Town of
GLEN ECHO
Chartered 1904

Town Hall • 6106 Harvard Avenue • Glen Echo • Maryland 20812 • (301) 320-4041
townhall@glenecho.org

TOWN COUNCIL WORK SESSION MINUTES

March 7, 2022

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 Stickler.

Residents: Thom Amdur (The Echo), Gloria Levin (University Ave).

DISCUSSION OF DRAFT FY 2023 TOWN BUDGET

The Mayor and Council discussed the proposed FY23 Town budget, and sources and projected level of revenue. The budget ordinance and tax resolution will be introduced at the March 14, 2022 Council Meeting. A public hearing on the budget will be held at the April 11 Council Meeting. A vote on adoption will then be held at the May 9, 2022 Council Meeting.

Proposed Council Action resulting from a review of the FY 2023 budget:

- Revenue projections:
- 06.2 Town Hall Rental: Increased budget from proposed \$3000 to \$6000 as English Dancers are returning. They pay \$150/week.
- 11.4 Environmental Project Restricted: This was for donations to the Nancy Long Butterfly Garden which are no longer requested. This category will be deleted.
- Expenses:
- 21.21 Town Attorney. The proposed amount budgeted for the Town Attorney in the FY 2023 budget was \$15,000. The Council reduced it to \$10,000 as attorney fees were not as high as expected in FY22.
- 21.22 Specialized Legal Services: The proposed amount was \$5,000 and the Council increased it to \$10,000 as the Town may need advice on leasing the land on Tulane/Oberlin Avenues.

- 21.5 Traffic Study Consultant: The proposed amount was \$3,000 for street sign consulting. The Council reduced it to \$2,000 as the consultant gave advice a couple of years ago on street signs, however the Town may need further advice on both street name signs and making streets one way at Tulane and Oberlin.
- 21.6 Records Maintenance/Archiving. The Council was asked to propose an amount. The Council proposed \$1000 to finish up archiving. TM Stickler will ask Julie Sparacino how much work is left on this project. She estimated she would be done by the end of May and it would cost about \$500 (FY22).
- 22.72 Flyer Delivery Charges: The Council reduced this from the proposed \$200 to \$100 as flyers are not delivered very often and the Town is trying to reduce using paper. The Council considered comments from resident Thom Amdur that some people still need paper as they do not read email. He suggested using Print 1 to prepare the budget packet. The Council proposed that the elections flyers go out in paper but the budget packet does not need to.
- 22.74 Digitizing Records: TM Stickler will get an estimate from Julie Sparacino about the cost of digitizing. To add the Echo/Clara Barton Times from 1948-2009, minutes and legal decisions would cost about \$8000 plus, which could be spread over multiple fiscal years. 22.8 Echo Printing Costs: TM Stickler will check the costs as these have increased due to supply chain issues.
- 22.92 TH Cleaning Service: This service has been monthly lately, rather than twice monthly as previous. The proposed amount was \$2000, the Council increased it to \$3,500. Explaining that as the pandemic recedes we will have more rentals, meaning we will need to have Town Hall cleaned biweekly.
- 22.110 TH Capital Maintenance for Town Hall. The proposed amount was \$23,000 to pay for three new HVAC units as the old ones are ending their life span. This will be bid out. It is part of the Capital Improvement Plan. It was recommended last year that they be replaced.
- 22.120 Office Furniture and Equipment: The Town is budgeting \$2,000 to buy a replacement laptop.
- 23.3 Street Signs Repairs/Replacement. This amount was proposed at \$500. The Council discussed street name sign replacement which was supported by Gloria Levin (University Ave) for improved access for emergency responders and ordinary traffic access through the town. This project may be considered in the multi-year Capital Improvements Plan and funded through the American Rescue Plan Act funds. TM Stickler is getting a quote for signs and installation.
- 23.5 Street Repair: The amount proposed by the Council was \$10,000. No repairs have been made for the past couple of years. TM Stickler will look up past year street repair amounts. This category is for minor repairs, not major street repaving.
- 24.21 Town Hall Landscaping: The Council asked why the landscaping totals so far for FY22 are so low. The spring landscaping charges will add to this category this FY.

- 24.23 Environmental Improvement Project: Since the Nancy Long Butterfly Garden is completed, the maintenance will be included in the landscaping budget. This category will be deleted.
- 24.4 Refuse/Recycling: CM Kishore asked about adding composting. She will explore this option for the Town. The Council stressed at first composting expense would be by each resident and not yet a service paid for by the town. The Council has looked at this in the past and few residents use the service. TM Stickler will ask other Towns if they provide composting service.
- 24.7 Community Events. The proposed amount was \$5,000. The Council increased this to \$5,500 to include Winterlude and Founder's Day. The Livable Town Committee (category 24.71) was proposed to have \$500 for its other events so that the Committee does not have to request funds from the Council for each event.
- 24.9 Community Contributions: Original: budget proposal of \$3,000. The Council reviewed past donations.
 - Contribution to GEPPAC: The Council supported a contribution of \$2,000 to GEPPAC (Glen Echo Park Partnership for Arts and Culture) which has been the standard contributions for several years.
 - Contribution to Glen Echo Fire Department: The Council was not in agreement on the donation to the fire department. Resident Gloria Levin (University Ave) supported a donation to the Glen Echo Fire Department. The Council proposed a \$1000 contribution to the Glen Echo Fire Department.

ADJOURNMENT:

Meeting Adjourned 9:30 pm

Minutes Prepared by: Beth Stickler, Town Manager

Approved by: Dia Costello
Mayor, Dia Costello

Date: 5-4-2022