

TOWN COUNCIL MEETING MINUTES FOR MAY 12, 2025

CALL TO ORDER: MAYOR DIA COSTELLO, 8:02PM

Mayor: Dia Costello

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

Town Manager: Susan Theis

Residents: Emily Parsons, Gloria Levin, Josh Carlton, Matt MacFarland

Swearing in of new CM Spealman and CM Stiglitz

COUNCIL COMMENTS:

CM Stiglitz mentioned concern of bike and walking trail outside of town limits that needs maintenance from Goldsboro to Brookmont). CM Wilson and CM Spealman announced committee name change from Livable Town Committee to Event Squad.

MAYOR UPDATES

Mayor Costello acknowledged the passing of former longtime resident, Leigh Clune, December 2024. The Mayor also reminded council that Nancy Long's Celebration of Life will be in Town Hall on Tuesday May 13th. She thanked the resident volunteers who ran the May 5th Town election.

Election Debrief: The Mayor and TM Theis met with Election Supervisor, Vanessa Sax for a debrief after the May 5th Town election to update Town policies and procedures before the next Town election 2027. One comment moving forward was that in addition to the Election Supervisor, only two election judges are needed not three. Another comment was the voting period of 5-9pm was too long and could be shortened to 6-8pm. However, the time of 5-9pm is stated in the Town Charter which the Mayor has said will be addressed when the Town updates the 1997 Town Charter over the next year.

MOTION TO APPROVE APRIL 14 MINUTES

Motion made by CM Spealman; 2nd CM Stiglitz; All in Favor – approved as amended. CM Wilson noted a few typo changes and offered to proofread meeting minutes before sending to Councilmembers.

MOTION TO APPROVE FINANCIAL REPORTS FOR APRIL 2025

Motion made by CM Stiglitz; 2nd CM Wilson; All in Favor.

CM Stiglitz inquired if diesel prices have lowered so Town doesn't have to continue paying additional \$300 surcharge Key Sanitation. TM Theis will check the contract to determine the dollar threshold where pricing goes into effect.

CM Stiglitz noted increased costs for Town copier. TM Theis will review current contract to determine monthly costs. CM Stiglitz wanted to address high costs for Town accounting firm, LSWG, and as a result the increased costs of an additional \$3,000 to hire new audit firm SEK. Mayor said this was discussed with LSWG and TM Theis and would revisit after three months. CM Stiglitz also wanted to confirm the correct reimbursement fees for Town Attorney, Ron Bolt as he estimated \$2,000 for services and only \$1,683 was reimbursed to the Town from Polak's. TM Theis will follow up and confirm this amount is correct.

MOTION TO APPROVE FY2026 BUDGET

Motion made by CM Stiglitz; 2nd CM Wilson; All in Favor.

CM Stiglitz noted if we had a response from LSWG regarding a decrease to Town property tax from \$0.15 to \$0.14. Mayor Costello spoke with Eva Webb of LSWG, and she stated the difference would be \$10,000 - approximately \$100 per household. CM Spealman noted job climate could worsen in the coming months and would like to have room for adjustment in the future therefore recommended to maintain current property tax rate of \$0.15. All agreed to keeping the Town property rate at \$0.15 for FY2026. Council adopted Tax Resolution 25-02.

Mayor noted increased amount to \$5,000 for Conferences so that Councilmembers could attend events and confirmed with Council they agreed. CM Spealman is planning to attend the 2025 MML summer conference in Ocean City, MD along with TM Theis from June 22nd to June 25th.

Council adopted Budget Ordinance 25-01 for FY2026.

CONSTRUCTION UPDATES:

Discussion of two construction projects in town. First project is a tear down house at 6103 Princeton Avenue. Mayor Costello and Town Manager made several on-site visits with Sandy Springs Builders. Areas of concern related to two town trees and one resident tree at or near the property line. The builders will do root pruning of the two town trees and trimming limbs. The town had an arborist consultation with Sav-a-Tree who agreed with the root pruning but also suggested cambistat be injected at the tree roots for tree health. The Mayor and Town Manager gave permission to get this done. The resident, Tom Helf, was also informed that the tree near the construction site would be trimmed but with no guarantee that it would survive over time. Mr. Helf understood the risk and asked that they be as judicious as possible when trimming the branches. The builders had said they would be willing to talk with Mr. Helf about taking the tree down, but he declined that offer.

The other neighbor bordering the lot, Mitchell Strauss, also met with the Mayor, town manager and builders. Discussion ensued about saving as many trees on construction lot as possible as well as impacting roots of her trees that maybe negatively affected by project. The builders will consider attempting to save one or two trees though they need the lot cleared for their staging area, so no guarantees were offered.

The second construction project is at 7370 MacArthur Blvd. After receiving a county permit, they have applied for a Town permit for a covered walkway. The covered walkway will be ADA compliant for the renovated multi-use building. Co-owner - residents, Josh Carlton and Matt MacFarland, discussed the plans with the council. Trees will be removed for the project. One pine tree is co- owned by the residents and the Town. The co-owners asked to take down the shared tree as it is essential for their walkway project. Council members agreed to removal of the shared tree and approved to split the cost 50/50 with the owners for a new mature tree in the right-of-way. The selection of the replacement tree species shall be made in consultation with the Town Green Team, based on recommended species appropriate for the location. This will be part of the approved Town permit. The Mayor disagreed that the Town should pay for half of the tree planting, but the final decision was that the Town would pay for half the cost.

GREEN TEAM UPDATE:

Green Team met on May 7th at resident Holly Shimizu's home. Due to declining participation in general meetings, it was decided that the Team will assign certain projects to members (i.e. one person in charge of Earth Day and Plant Exchange, two people in

charge of watering pollinator garden in the summer, etc). It is hoped that assigning just one task per member will bring more shared success to the Green Team.

TOWN OPERATIONS REPORT

ADMINISTRATIVE:

ARPA Report: The ARPA report was submitted to the US Treasury prior to April 30 deadline. It covers funds spent between April 1, 2024, and March 31, 2025. The Town obligated all ARPA funds (\$267,488) before the December 31, 2024, deadline. All funds will be expended upon the completion of the milling and paving of Town roads in May 2025.

Elevator inspection: The new elevator passed inspection on April 25. The Mayor and Town Manager have been trained in its operation. TM Theis will write user instructions and meet with residents and Town Hall renters to provide demonstrations ahead of scheduled events.

PNC Bank Account Access: PNC Bank requires clarification of the Town Manager's financial authority, as the title does not include "treasurer." To proceed with adding TM Theis to the Town's accounts, the roles and responsibilities must be clearly stated in the official Town minutes, signed and dated by the Mayor. The Mayor and Town Council confirm that the Town Manager is responsible for managing the finances and serves as the Town Treasurer.

RFP Threshold Increase Request: TM Theis requested to increase the Town's RFP threshold from \$5,000 to \$15,000 to align with eMaryland Marketplace Advantage (eMMA), the state's online procurement platform. The \$15,000 threshold is consistent with neighboring municipalities. If Council agrees, TM Theis will ask Town Attorney Ron Bolt to draft an ordinance for introduction at the June 9, 2025, Council meeting. Mayor and Town Council agreed to this.

INFRASTRUCTURE:

Paving Projects: Chamberlain Contractors will mill and pave University Avenue, Wellesley Circle and upper Bryn Mawr starting at 7am on Monday, May 12 and continuing through Wednesday, May 14, weather permitting.

Additional Roadwork: TM Theis will meet with Chamberlain Contractors on Monday, May 12 to get an additional quote for milling and paving Radcliff Lane as an amendment to the current contract. Chamberlain Contractors will also fill the pothole on Oxford Road.

Irish Inn Parking Lot: The Town has received two quotes from Chamberlain Contractors for repaving the Irish Inn parking lot: one for asphalt \$21,335 and one for gravel \$16,845. A commercial real estate developer will be consulted to assess the pricing.

SOCIAL: Summer Picnic & Pie Contest: This year's Town Picnic will be held Sunday, August 24th, beginning at 5:00 pm.

RESIDENT COMMENTS:

Resident, Gloria Levin, stated that the directions for parking cars during road construction were unclear. Council members agreed that the next time, directions could be improved. Additional discussion regarding engaging residents in town volunteer activities ensued to improve connection and participation.

AJOURNMENT: 10:08PM

Mayor adjourned and All in Favor

Minutes Prepared by: Dia Costello and Susan Theis

Approved:



Date:



Mayor, Dia Costello