

The Town of
GLEN ECHO

Chartered 1904

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July 8, 2019
Town Council Meeting Minutes

CALL TO ORDER: MAYOR WILLEM POLAK. 8:00 PM

Note: This Council Meeting was preceded by a municipal law training session conducted by Ron Bolt for the Mayor, Town Clerk and Council Members.

Mayor Willem Polak announced that the meeting is being recorded.

Present: Mayor: Willem Polak. Councilmembers: (CM) Dia Costello, Dan Spealman, Matt Stiglitz, and Julia Wilson. Town Clerk: (TC) Beth Boa. Town Attorney: Ron Bolt

Residents: Raya Bodnarchuk (Harvard Ave), Pete Epanchin (Wellesley Ave), Emily Parsons (ECHO), Mary Parsons (ECHO), Edie Springuel (Vassar Circle).

INTRODUCTION OF RESOLUTION 19-06 TO ADOPT COUNTY HAZARD MITIGATION PLAN 2018

Attorney Ron Bolt discussed the resolution which would preserve the Town's entitlement to federal disaster mitigation grants funding. TC Boa agreed to ask Jana Coe, Town Manager of Chevy Chase View, of requirements for administration.

Motion to Approve: CM Stiglitz, 2nd CM Wilson. Approved 4-0.

BRYN MAWR RIGHT-OF-WAY USE AGREEMENT

Attorney Ron Bolt informed the Council that the Wild Bird Center on Bryn Mawr (address is 7370 MacArthur Blvd) has no written authority for the paved parking pad located in the right-of-way on the corner of Bryn Mawr and MacArthur. This property was conveyed to the Town by deed dated June 20, 2000, recorded among the land records of Montgomery County, Maryland in Liber 18176 at folio 716 (the "Public Land"). As this location is for sale, new owners may believe the parking spaces are part of the property. These paved spaces likely existed prior to the Wild Bird Center's ownership as shown in photographs taken in 1996. Ron Bolt will draft a letter and a right-of-way use agreement for the Council's review stating non-exclusive use is currently permitted but the owner of the property may be required to remove the pavement and replace with gravel at their cost if the Town requests it.

ACTION ON JUNE 10, 2019 COUNCIL MEETING MINUTES:

Minutes were approved. Future drafts of minutes will be prepared in Google Docs for ease of review and editing.

Motion to Approve: CM Stiglitz, 2nd CM Costello. Approved 4-0.

FINANCIAL REPORT FOR THE MONTH OF JUNE:

TC Boa presented the financial report for the month of June. The highlights included:

- The month of June was a busy month as far as revenues and expenses. It was the end of FY 19. The Town collected \$19,466.58 in local income tax revenue for June.
- In June one large expense was for landscaping as expected (\$4,394.) Hughes Landscaping expenses were mowing the ROW more frequently, street cleaning, and installation of a new drain pipe at Town Hall. The Town also paid for the elevator inspection and load safety test (\$2,720 to Kencor).

- TC Boa stopped by the Irish Inn and collected the remaining \$1,500 in rent for FY19.
- There are still bills coming in for FY2019 so the end of year revenue-expenses report will need to be updated.
- TC Boa will transfer \$10,000 to the Suntrust money market fund from the Suntrust checking account since \$10,000 was transferred to checking in May.

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

OPERATIONS REPORT:

- Painting interior of Town Hall: The Town had a contractor paint the interior of Town Hall and remove the cornices. The invoice was for \$1400. He proposed painting the ceiling for \$800 (entire ceiling) or touching up the discolored ceiling area and trim for \$400. This additional work will be completed in July
- Elevator Inspection: The elevator passed MD state inspection on June 24, 2019. The inspection was a Final Acceptance Inspection as well as a Load Safety Test. The circuit board is faulty and the elevator is out of service until a Kencor technician comes back out to work on it. TC Boa is working to schedule this after vacation (returning to Town on July 15.) TC Boa will update the website to inform the Town that the elevator is working.
- Tree Work: The County is removing two dead trees from the trolley right-of-way by Town Hall.
- Records Retention: The Mayor and TC Boa had a meeting with Sarah Hedlund, Julie Sparacino, Jean Sperling and Martha Shannon June 30 to go over the next steps in developing a records retention policy. Julie, Jean and TC Boa will work on the policy - it will provide directives on how to treat electronic and physical documents in Town Hall.
- Summer Picnic: July 21 5-7pm. Looking for volunteers to help with setup/clean up as well as designing signs. The Town will be able to sign off on SSL Hours for MCPS students. There will be a pie baking contest as well; TC Boa has received donations of restaurant gift certificates from the Irish Inn and Wild Tomato and Mayor Polak has received donations of water taxi rides from Potomac Riverboat Company.
- Data Security Policy: MD state law required protection of personal information such as Social Security Number, driver's license number, and bank account numbers. Municipalities need to have a policy in place to protect this information. TC Boa will work with Ron Bolt to develop a policy to present to the Council this fall.
- TC Boa will be out July 9-12 on vacation but will check email and the Mayor will monitor phone messages at Town Hall.

DISCUSSION ON POSTING AUDIO OF COUNCIL MEETINGS ON TOWN WEBSITE/YOUTUBE

TC Boa stated some municipalities post audio of their council meetings online. The Council is generally not in favor of posting audio as they do not see a need for it. The audio can be accessed in Town Hall if necessary and minutes are posted online. TC Boa will ask other local municipalities if they post audio and gather feedback from Town residents on whether posting the audio would be welcomed.

REQUEST BY ENGLISH COUNTRY DANCE FOR A DISCOUNT FOR TOWN HALL RENTAL FOR A CONCERT

English Country Dance (ECD) asked the Town for a \$50 discount on any upcoming concert rentals, paying \$225 instead of \$275. TC Boa noted they get a \$50 discount on their weekly dance rentals. ECD stated that they are good customers and put forth a lot of effort in helping to take care of Town Hall space. The Council noted that they are required to take care of the space and clean up after their events. The Council decided that they would deny the request since ECD already receives a discount on the weekly dance rentals, are required to clean

up as part of the rental agreement, and because they do not wish to set a precedent in offering a discount to one group.

Motion to Deny: CM Wilson, 2nd CM Spealman. Requested denied 4-0.

PERMIT UPDATES AND NOTICES REPORT

Vassar Circle: Town Engineer Joe Toomey provided a written report and photographs of the site at Vassar Circle. The report is attached to the minutes.

Mayor Polak reported that the silt fence surrounding the site failed during the heavy rain storm July 8. Wayne C. Fowler sent photos from the site (attached) and contacted the developer and Montgomery County. David Welty's team cleaned up the site and the silt fence will be reinforced per direction from the County.

OTHER BUSINESS

Dog Owner Issue – The issue of dog waste not being scooped throughout the Town was discussed. TC Boa ordered five signs to post around Town and will order 5 more. She will send an announcement to residents seeking feedback on whether the signs are effective. Residents can also request signs from the Town to post in their lawns. CM Stiglitz will post the signs around Town using the list of sites determined by CM Costello and TC Boa.

TC Boa requested a quote from Doody Calls for a pet waste management system. Three pet waste stations are \$1,197 and weekly clean up and bag replacement is \$2,480/year. TC Boa will request a quote for one of the least expensive stations and clean up two times/month.

Summer Council Meeting Dates: There will not be an August Council Meeting as some Council Members will be out of town.

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Rain Garden: The initial design for the Town rain garden will not work according to Holly Shimizu (Bryn Mawr) and Joe Toomey (Town engineer). The Council would like to budget for the rain garden if there is a workable design.

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Columbia Avenue: John Hughes (Town Landscaper) provided an estimate of \$894 for clearing out the area along the fence and putting down wood chips. This area is overgrown with weeds and poison ivy. TC Boa requested feedback from seven residents abutting the area. Two residents responded that at most occasional weed whacking would be sufficient and one resident approved of clearing the strip and putting something down. One resident asked about replacing the wire fence. The Council will consider these suggestions.

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Archives Project: Archivist Sarah Hedlund provided a written update (attached). The Council discussed options for storage and display. TC Boa will invite Sarah to the next Council meeting to recommend documents she has found that should be protected or displayed as well as storage options.

Goode Companies: TC Boa and Mayor Polak will meet with Sam Evans from the waste vendor to address issues with missed pick ups. The Town has the option to go out to bid next fiscal year.

Pedestrian Signal at Princeton and MacArthur: The signal components have been installed and signs were posted by the County contractor. The signal itself has not been posted. TC Boa contacted the County and confirmed the signal will be installed at a date to be determined.

Town Wide Yard Sale: Raya Bodnarchuk (Harvard Ave) announced the Town-wide yard sale is October 5 from 9am-1pm. It is being coordinated by Diana Hudson-Taylor (Wellesley Circle). The Town Hall will be available at no charge if there is inclement weather. Tables from the Town Hall can be borrowed by residents for the sale.

The yard sale date will be posted on the Town website and sent out on Constant Contact. Raya asked that the Town pay for new signs from Home Depot and colored paper for flyers. The Council agreed.

Town Flag: Pete Epanchin (Wellesley Ave) reported that the idea of a flag for the Town had previously been supported by residents in late 2016-early 2017 (there were 50 respondents). Five design options were voted on by residents in March of 2017. The Council discussed adding the flag issue to the September 9 Council Meeting agenda.

ADJOURNMENT:

Motion to adjourn: CM Spealman, 2nd Stiglitz. All in favor. Meeting Adjourned 10:05 pm

Minutes Prepared by: Beth Boa, Town Clerk-Treasurer

Approved by: Willem Polak
Mayor, Willem Polak

Date: 9/9/19