



**CROFTON CIVIC ASSOCIATION
CCA BOARD MEETING
First Baptist Church, Crofton
August 11, 2025 – 7:00 PM**

Present:

Board Members: Anna O’Kelly, Stephen Tull, Brian Riley, James Kitchin, Charles See, Charles Cook, Kitty Gross, John Sullivan.

Staff: Martin H. Simon, James Harvey, Chief Jason Jett, Sgt. John Sims, Tara Gottschalck.

President Anna O’Kelly opened the meeting with the Pledge of Allegiance.

Announcements:

Anna announced that this meeting is being recorded to assist the Administrative Assistant with the transcription of the minutes.

The Crofton Farmers Market is held every Saturday from 8:00 AM to Noon at the Crofton Library through the end of October. Stop by and get local and regional foods, crafts, and artwork. See Croftonfarmersmarket.com for details.

On Wednesday, August 20th, the CCA will host a Crofton Meadows II Water Treatment Plant Tour. The plant is located on Reidel Road between Tilghman Drive and Chelmsford Drive, and the tour begins at 10:00 AM. The tour is free, but registration is limited to the first thirty people who sign up, and it closes at midnight on August 18th. Please visit our website to sign up.

The Annual CCA Ice Cream Social will be held on Sunday, August 24th, from 2:00 PM to 4:00 PM at Town Hall’s backyard. This free event will feature a bounce house, face painting, balloon artists, live music by Dust on the Bottle, and plenty of ice cream.

Town Hall is closed on Monday, September 1st, for Labor Day.

The CCA General Membership Meeting is scheduled for September 15th at 7:00 PM at the Library Media Center, Crofton Elementary School.

It is the time of year when CCA residents can nominate candidates for the Crofton Citizen of the Year award. Nominees must live in the tax district. The Crofton Civic Association recognizes those people who have made a positive impact on Crofton. Nominations may be made online from our website. The deadline is Friday, October 3rd. The Board of Directors will choose the winner. The award will be presented at the annual Community Awards Banquet, hosted by the Greater Crofton Chamber of Commerce, at the Blue Dolphin Seafood Bar and Grill on Thursday, November 6th.

Registration is Now Open for Crofton's 10th Annual Dog Show and Dog Pie Eating Contest sponsored by the Crofton Civic Association and held in conjunction with the Greater Crofton Chamber of Commerce's Festival of Green, which will take place at the Crofton Country Club from 10:00 AM to 3:00 PM on Saturday, September 27th. The Dog Show check-in begins at 11:00 AM. Please see our website for details and registration.

The annual Fall Festival on the Green event includes arts and crafts, food trucks, music, and family entertainment. The CCA and the Crofton Police Department will both have a booth, so please stop by and say hello.

Crofton Library Events highlights: (see full schedule at aacpl.net)

- August 14, 2:00 PM to 3:00 PM, Adult Book Club: Freida McFadden's The Housemaid
- August 16, 2:00 PM to 4:00 PM, Scrapbooking 101
- August 25, 6:00 PM to 7:30 PM, Crofton Houseplant Club
- August 31 and September 1, All Branches closed for Labor Day
- September 5, 2:00 PM to 3:00 PM, Senior Social Hour
- September 6, 13, 20, 27 (Saturdays) 10:00 AM to 1:00 PM, Plant Clinic: Ask a Master Gardener
- September 8, 10:30 AM to 11:30 AM, Beginner Yoga
- September 10, 2:00 PM to 3:30 PM, Holistic Project Management: A Balanced Approach for Sustainable Success
- September 11, 2:00 PM to 3:00 PM, Adult Book Club: Labor Day Theme

Approval of Minutes –

The previously distributed minutes of the Board meeting held on June 16th require approval. One edit is needed for a name misspelling on page 8. The minutes will be filed with this edit.

Town Manager's Report – *Martin H. Simon*

Martin reported on the status of the fiscal year-end projects (FY25) mentioned at the June meeting.

The dead tree at the front entrance has been replaced with a Rising Sun Redbud.

The Swann Park sign plant bed at the corner of Swinburne and Crofton Parkway had been revamped.

The pointing up of the brickwork at the Clubhouse Gate and Crossgate Drive entrances has been completed.

Keith has begun the installation of the LED light fixtures in the squad room.

The August pruning of the plantings at the Crawford Boulevard entrance will take place in the next week or two.

The tree trimming around the Banners for Heroes along Crofton Parkway will begin this week. Ashton Manor completed the sprucing up of the front yard property. They weed-whacked around the trees, sprayed the invasive plants, and began removing some of the tubes; however, some trees fell over after removal. The tubes will remain, and the trees will be reevaluated in the spring.

Martin reported on the project to review and revise the CCA By-laws, which have not been revised since 2002. In the spring, the committee provided a revised draft, which was reviewed by an attorney friend who suggested additional edits. Martin plans to complete the revision with those additional edits and distribute a draft back to the committee by the end of this week. It will then be distributed to Board members. The finished draft of the revised By-laws is to be voted on by the membership at the upcoming General Membership meeting in September. Martin plans to add information regarding the By-law revisions to the printed Advocate, along with a “Bitly” link and QR code, to allow residents to review the changes before voting.

Martin was contacted by DPW’s property acquisition agent regarding the property value of the land for the deed of easement and agreement, where the county wishes to continue phase II of the Beaver Creek Restoration Project. After appraisal, the offer has risen from \$1,000 to \$10,500. BGE has made improvements to the plan. There are pink stakes located along Clubhouse Gate Road, indicating where the power lines will be installed. The locations are an improvement over the original plan, as they are further away from Clubhouse Gate Road.

Concerned Regime 5 residents in the “W” section townhomes asked Martin or Anna to attend their next meeting on September 18th to provide updates and answer any questions. He is looking for Board guidance on how to proceed. He meets next with DPW and BGE this Wednesday.

Stephen asked if DPW could provide any data from Phase I of the project that shows successful mitigation of stream runoff or how much it has improved in the last year since Phase I was completed. Additionally, he asked what could be done in other areas, such as across Route 3, without tearing out trees behind Walleye Drive. He is worried about how intrusive the project construction will be to those residents.

Martin reported that they agreed to use the pump station road as their access point, not Clubhouse Gate Road.

James asked if there was a commitment to planting additional trees. Current plans show tree removal from both sides of the creek. He also asked if this plan has any alternatives to slowing the erosion outside of the current design plan that is less invasive. He wishes to know if the CCA denies this plan, if the county has a backup plan, or if the project ends. Additionally, he pointed out that the middle portion of the project is missing, referring to the County Club. Martin will follow up and suggest that Nasrin host an additional community meeting or speak at the currently scheduled meeting on September 18th. James confirmed that he is eligible to vote as both a Board member and homeowner and cannot approach the county regarding the project.

The Board directed Martin to respond to the Deed of Easement offer by the county, so that they are requesting additional information before a decision can be made.

Martin reported he responded to the county's zoning changes to several CCA properties by submitting the necessary applications with county planning and zoning that will be voted on by the Region 5 SAC this Thursday, at the meeting at the Crofton Library beginning at 5:30 PM. This meeting is open to the public. County Planning and Zoning is accepting our changes at the front property areas. Post-meeting videos are also available on the county's website.

Martin previously distributed an initial draft of the proposed Community Survey. The purpose is to gauge what citizens like and dislike about our community services. He has incorporated suggestions from the Board. The final four-page version will be distributed in the printed *Advocate* for September, which is mailed to approximately 3,200 homes in the tax district. The publishing deadline is Wednesday, August 13th. In addition to the four-page hard copy pull-out, there will be a QR code link where residents can fill out the survey online if preferred. The survey will also be distributed to 2,400 email addresses from our community Listserv, which contains both tax district residents and those who live outside the tax district. Residents who live outside the tax district are instructed to skip the questions regarding the police department. The Board made some additional suggestions for revision, including the inclusion of demographic information. Jim will incorporate this information for the *Advocate*.

Martin provided a police overtime report. A total of 34 hours were used over the last two months. Most of this time was for special events. Eight hours were used for the 5/10K Race, two hours were used for a Bike Safety Course, three hours were used for the Pride Parade, four hours were used for National Night Out, 12 hours were used for police training, and five hours were used for late service calls.

Comptroller's Report – James Harvey

Jim previously distributed his report to the Board. He provided an additional update on things outside of the report.

He reported there are sixteen registrants for the Crofton Meadows II water facility tour.

He is still working on the Crofton flag design survey promotion and will have it ready for the next meeting.

Jim reported that there are currently six confirmed cherry tree hosts. He has distributed letters to fifty select homes along Crofton Parkway to increase interest in the program.

Jim met with the new auditor on Friday. As part of standard procedures, she met the previous auditor in person on Monday. Jim has provided the new auditor with our general ledger, bank contact information, procedures for timecard and payroll processing, and security information. She will provide a list of any additional information needed, along with a letter of engagement, next week. She will run the books through a software tester, which provides a list of items to

examine more closely. Unlike previous auditors, she will go over our data security procedures and personnel files to include timecards. She will also need to meet with the Finance Committee (James and Stephen). Jim will offer a few dates to choose from.

Jim announced he would like to schedule a meeting with the Public Safety, Recreation, and Maintenance and Operations committee liaisons by September 15th for FY27 budget requests and planning.

Police Chief Report – *Chief Jason Jett*

The Chief reported that schools will open in two weeks. There has not been any notification from the county to the police department regarding school crossing assistance. The police often fill in when there are absences in shifts. He reminded everyone to please slow down for pedestrian and vehicle traffic. At the request of the police department, the county recently installed yellow lane separators on Duke of Kent Drive in front of Crofton Elementary School. This will help prevent vehicles from crossing lanes against oncoming traffic during student drop-off and pick-up.

The Chief reported monthly statistics. He noted a slight drop in last month's numbers due to both mandatory training and staff vacations. All training for 2025 has been completed, except for firearms qualification training, which will take place on August 22nd. Crofton Police Department officers have completed additional training in CPR, First Aid, Recertification of Tasers and Pepper Spray, courses on Implicit Bias, Hate Crimes, Use of Force, Cultural Awareness, and Identity Theft.

The Chief reported crimes in the community. While theft from auto incidents have decreased, three incidents were reported at Arrive Apartments in July. It is likely that these thefts are linked to an individual who was arrested and charged with stealing a vehicle. During his two-week detention, no additional theft incidents occurred. Unfortunately, this individual was released on July 28th.

The Chief reported concerns about parking in the community. There have been several complaints about campers and jet ski trailers parked along Crofton Parkway. Most are parked legally. He has reached out to the county's Traffic and Engineering department to once again request new signage that extends the 'no parking' zone along Crofton Parkway to Crawford Boulevard, in order to force the owner to relocate the jet ski trailer. This trailer has already been hit by other vehicles twice. Additionally, the Chief has received many complaints regarding expired registration tags in the community. Residents with overdue vehicle registrations are complaining about the recent increase in registration costs. He stressed that the law requires motor vehicles to have current registration.

The Chief reported that the police department participated in several community events. The department provided traffic safety and security for the 2025 Crofton Pride Parade on June 21st. He participated as a judge in the Crofton Pie Bake-off on July 19th. The department had a booth at National Night Out on August 5th. The event was well-attended, and many residents stopped by to express their appreciation for the police department.

Round two of the Crofton Police Department Challenge coins have already sold 50% of their inventory. Proceeds from sales will fund the upcoming Trunk-Or-Treat event, which will be held at the Village Green on Friday, October 24th, from 6:00 PM to 8:00 PM.

In early July, the Chief scheduled a tour with members of the Board of Directors of the Real-Time Information Center (RTIC) of Anne Arundel County Police. The purpose was to demonstrate to Board members how Flock Safety Systems work in conjunction with law enforcement. The Chief has new information regarding the implementation of this system in the community. Currently, Flock Safety offers a free two-month trial period. Additionally, there is now a grant opportunity of up to \$100,000 available through the Governor's Office of Crime Prevention and Policy, with a deadline of September 10. The Chief believes that this pilot program can move forward by taking advantage of both opportunities. If the Board agrees to the trial, permits can be obtained in two to three weeks. The system is expected to be up and running by mid-September. This would provide time to gather data and determine if the police department and Board of Directors wish to move forward with the program. The cost would be \$19,000 per year, with a twelve-month renewable contract each year. The grant would allow the cameras to provide a few years of data and will be considered to extend this program.

He provided Anne Arundel County statistics from the Flock Safety System License Plate Readers (LPR) from June 1 through July 31; Forty-two stolen vehicles and tags were recovered, seven felony vehicles (vehicles used during a crime) were recovered, two missing persons were recovered, and forty-five arrests were made. Eight hundred eighty traffic stops were made related to expired or suspended license and registration. During these stops, there were seven CDS (drug paraphernalia) and a firearm recovered. These stops have led to 166 investigations, as data provided by these cameras has been used.

The initial trial period is for five cameras. The Chief has the following locations in mind for placement (inbound to the community), but will defer to the recommendations of Anne Arundel County Police and Flock Safety representatives: Crawford Boulevard and Route 3 North, Duke of Kent Drive and Route 424, Layton Street and Route 424, Tarrytown Avenue and Route 450, and Good Hope Drive and Route 450.

The benefits are the combined data with the county, as well as police coverage in the community after hours in the absence of county patrol vehicles. Martin pointed out that there is \$27,000 held in reserve funds from last year for the mobile LPRs. They were on hold by the county for some time before they moved forward with stationary cameras. The stationary LPRs have shown to have greater benefits. If the Board decides to continue the program, funds can be set aside for next year. The only risk is the one-year commitment, because after a 60-day trial, there would need to be a one-year commitment, then a year-to-year contract if the project is successful and becomes part of the operating budget. Jim pointed out that there is also expected to be almost a \$100,000 surplus in this fiscal year due to insurance savings. It is affordable to begin the pilot program this year, then make the decision next year. Kitty strongly recommended that the program be communicated to the community before it is installed.

James asked the Chief to provide not only community data, but also collective data with the county and to determine what success looks like.

The Chief requested permission from the Board to proceed with the trial. The Board agreed to move forward with the stationary LPR trial program. The Chief will announce the trial program to the community in the September *Advocate*, with any follow-up discussion at the General Membership meeting on September 15th.

Committee Reports

Covenant Review Committee – Stephen Tull

Stephen reported on the residence at Tipton Drive, with the pink tape ribbon indicating the fence placement. The tape has been removed, and an unattached fence has been erected between the two properties, including a portion that extends to the front yard by about three feet. It is obstructed by bushes, so it is concealed. It is approximately six feet in height. He spoke with the homeowner who launched the complaint, who was okay with it. Martin pointed out that since it is not attached and is a divider between properties, it is considered a “screen” which has no height limit within the covenants. Stephen mentioned there is also a negotiation with another neighbor regarding the construction of a fence in the back part of the property, though this is not a covenant concern.

He reported on the trash dumping in front of another resident’s home on Stratton Road by a flag lot property. The homeowner was notified of the violation and informed that trash must be disposed of in sealed bins, as per the county's regulations. The homeowners claim they were not aware of this and will do so moving forward.

Stephen reported on an anonymous complaint about a residence on Wickham Way with an overgrown lot. There are no covenants for this area. The committee sent a letter to the complainant saying that this residence is not covered by the covenants and provided a contact for Anne Arundel County’s Weeded Lot program.

There was an approval request for the construction of a shed measuring 8 x 12 feet at a residence on Willow Glen Court. The covenants ban sheds on this street; however, a precedent exists since the committee has previously approved a shed on this street. The committee sent a return response that any approval is conditioned on the shed being 8 x 10 feet and letters of approval from each adjacent neighbor. No work has begun.

A resident asked how to launch a complaint about a residence on Ormsby Place with an 8-foot fence. The committee responded with instructions.

Public Safety Committee – Brian Riley

Brian had nothing to report.

Finance Committee – James Kitchin

James had nothing to report.

Recreation Committee - *Daria DeLizio*

Daria was not present and did not provide a report.

Greater Crofton Council Liaison – *Chuck See*

Chuck reported that there are no future GCC meetings scheduled at this time. There is a Zoom meeting of the Riedel Road /Johns Hopkins Road Safety Committee with Nestor Flores this Wednesday from 6:00 PM to 7:00 PM.

Education and Civic Affairs – *Chuck Cook*

Chuck had nothing additional to report. He thanked Martin and Jim for covering the recent school redistricting activity in the recent *E-Advocate*. There has been no public comment to the CCA on this matter.

Maintenance and Operations – *Kitty Gross*

Kitty answered inquiries from concerned residents in her district about the letters from county Planning and Zoning regarding their proposed zoning changes. The letters were confusing, and she reassured the homeowners that no new structures were to be built on the open space of their properties.

Planning and Zoning – *John Sullivan*

John reported County Council Bill 2-25 went into effect in July.

Debbie Weller, who commented on the Region 6 SAC asked the county for information on the “Amazon” distribution center with a traffic light on Route 3 North, Gambrills. The structure is to be completed by December 2026 and will include a traffic light. No traffic study has been done.

He added pertinent questions from Pat Huecker regarding the redevelopment project to convert two pads that were initially part of the Waugh Chapel Main Street commercial district, but never actually built, to two 4-story buildings, each containing twenty-four condominium units. Pat commented that this project exemplifies everything that is wrong with the modification process in the county. Neighbors in the area disagree with the changes.

He thanked Stephen for his Region 5 SAC update.

James added the county’s plan to redesign Crofton Park. It is on the website and open for public comments through August 30th. The park will include a roller hockey rink, skate park, shade structures, benches, and a gazebo. Jim will send an email with a link to residents.

Martin commented that he added a question on the resident survey about whether they wish to have park benches installed along Crofton Parkway. Since the curb lawn is not appropriate, he mentioned it to the county’s Crofton Natural Area representatives, who liked the idea. He had an Eagle Scout bench installation project already scheduled at The Willows Playground. He would like to redirect him to install the benches on Crofton Parkway instead, between

Swinburne Avenue and North Forest Apartments. The county required the surface and the benches to be ADA-compliant. The Board agreed to move the bench installation project.

Pat Huecker added that they are submitting additional comments to the county regarding the new development on Riedel Road. Additionally, developers are removing too many specimen trees from the project on Route 3 and are not following the established county rules for specimen tree removal.

They will also be submitting comments regarding Plan 2040 projects that are not beneficial to our area.

Citizen Comments –

There were no additional comments.

With no additional questions, the meeting was adjourned for an Executive Session to discuss a personnel matter.

Other Business –

After the meeting, the Board voted. email in support of the proposed addition to the Policy and Procedures Manual, Modification of policy, Annex J. Chuck See motioned for the revision. Stephen Tull seconded the motion. The motion was passed.

The text has been revised from “Upon hire, each new police officer receives a vacation credit of forty (40) hours” to the following:

“Upon successful completion of Field Training Observation, each new police officer receives a vacation leave credit of forty (40) hours.

On August 21, 2025, the Board conducted an email vote on the motion below. It was moved by Brian Riley and seconded by Stephen Tull, with seven voting in the affirmative. Two members did not vote.

Motion to: “Release \$67,000 from the Public Safety Vehicle Replacement reserve fund for immediate use”

Meeting minutes completed by Tara Gottschalck, Administrative Assistant (August 22, 2025)

MS/JH/JJ(tg)