

**CROFTON CIVIC ASSOCIATION
BOARD MEETING
First Baptist Church, Crofton
October 10, 2022 – 7:00 PM**

Present:

Board Members: Anna O’Kelly, Marsha Perry, Brian Riley, Renee Speer, Daria DeLizio, Charles See, Stephen Tull, Robert Kendall, and Hal Sheldon.

Staff: Martin H. Simon, James Harvey, Chief Earl Fox, and Tara Gottschalck.

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

Announcements by the President Anna O’Kelly:

Anna announced that this meeting is being recorded to assist the Secretary with transcribing the minutes.

On October 15, 2022, 10:00 AM to 1:00 PM, the Crofton Chamber of Commerce will hold a Community Shred event at their office at 2126 Espey Court.

On October 17, 2022, at 7:00 PM the FY24 Budget Board meetings will begin. The meetings will be held at the First Baptist Church, Crofton. The budgets for Public Safety and Administration will be reviewed.

On October 24, 2022, the Maintenance and Operations, and the Administration budgets will be reviewed.

On November 7, 2022, the CSCBD FY24 budget will be completed and approved. The CCA budget will be reviewed and approved.

On October 19, 2022, from 4:30 PM – 7:00 PM at the Crofton Farmer’s Market, the Crofton Kiwanis will host its annual Crofton Chili Cook-off. The proceeds from this event will benefit the Food Pantry of the Crofton Christian Caring Council. Registration is free. Interested participants should contact Jim Harvey at croftontriangle@gmail.com.

The Greater Crofton Chamber of Commerce will host the annual Crofton Community Awards Banquet on October 19, 2022, from 6:00 PM – 9:00 PM, at the Blue Dolphin Bar and Grill. The Citizen of the Year award will be presented by the CCA. Tickets may be purchased through Town Hall.

The Crofton Kiwanis Flags for Heroes Program returns for Veteran’s Day. Flags will be displayed on the lawn in front of Lake Louise. Persons interested in sponsoring a flag may contact the Crofton Kiwanis at Croftonkiwanis.org.

On October 29, 2022, the Crofton Kiwanis will host its 46th Annual Crofton Halloween Parade. The parade begins 11:00 AM, at the Crofton Country Club and ends at Town Hall. Registration for the costume contest begins at 10:00 AM at Prince of Peace Church. There will be a party in the backyard of Town Hall immediately following the parade. There will be crafts, a story telling witch, and light refreshments.

Approval of Minutes:

Martin announced that the minutes from the CCA Board and General Membership Meeting from September 12, 2022, have not been completed. They will be reviewed for approval at the next Board meeting on November 14.

Town Manager's Report – Martin H. Simon

Martin reported that most of this month has been spent working on preparation for the FY24 budget review.

Martin reported that Crofton High School intern Stefan continues working on cataloging memorabilia. With the assistance of Mark Smith, Marsha Perry, and Stephen Tull, Stefan will begin conducting sets of interviews of residents to be compiled for presentation at the Crofton 60th anniversary celebration. This will be a history from the 1960's to the present. Marsha added that it will begin where *Sotweed to Suburbia* left off. She continued suggesting the idea of residents submitting a one-page essay about a decade in their lives living in Crofton. Stefan will be working 135 hours this semester and next.

Martin will continue to explore grant opportunities and will re-apply for legislative bond initiatives to finance new playground equipment for our parks. Martin and Anna toured the CCA parks today with representative Barbara Cupp of *Rebuilding Together*. They have forwarded an MOU which he will forward to Anna. There are two grant opportunities available that would cover improvements to all three parks. One project would send volunteers to clean up Hardy Field. He will move forward with this process.

Martin reported that he met with Marsha, Mark Smith, Peggy Elliott, Jim Harvey, and representatives from Streetcar Suburbs Publishing, LLC. They publish area newspapers such as the *Laurel Independent*. Their distribution rate is about 30,000 combined with two other local publications. It was thought that they were interested in including Crofton in their publications. Though this is not the case, they have indicated an interest in helping the CCA publish a paper. The *Laurel Independent*, which is funded by advertising, contains a four-page insert of community news that is funded by the city of Laurel. Martin feels this approach may have some benefit for all of Crofton, not specific to the Triangle. He will investigate this further. Marsha commented that she reached out James Kitchin regarding possible funding from the County.

Martin reported on the forest conservation easement from the County for the front property. Martin and Anna toured the property today with County representatives to go over their vision of planting hundreds of trees, equipment access and the location of sewer lines. Anna is suggesting native plantings, and the County has agreed to remove the existing invasive plants. They have also suggested installing a buffer wall of evergreen along Route 3. The County will put together a list of suggested plantings for review. Anna will forward this to Rob. The sewer lines skirt the edge of the property and won't interfere with the new plantings. It is a 15-foot

easement, and the pipes are 24 inches wide. Part of the easement will be a mulched walking path. Martin continued that there is no cost regarding the plantings, the upkeep, or the legal paperwork. The County will handle all of this. Martin will provide progress updates on this project as they occur.

Martin reported that the CCA agreed to install electrical outlets on the north wall of the front entrance to provide lighting for the Flags for Heroes display that is organized by the Crofton Kiwanis. Kiwanis will take care of the cost of installation, and the CCA will provide the electricity. The lights will be on a light sensitive timer, which will not require physically turning the lights off and on each day. This will be completed next week.

Martin reported that Ballard Enterprises will complete the landscaping of the front entrance on Thursday of next week. This will include replacing the dead and damaged plantings, as well as the installation of the new Coral Bark Japanese Maple tree.

Martin announced that the new Maintenance Technician Keith was hired away for a short period to Florida where he will be working as an insurance inspector for one to three months. Martin intends to keep his position open and is interested in finding temporary help for the time being.

Renee asked about the trash pickup at Town Hall and the dumpster. Martin responded that the dumpster has been removed, and Town Hall will now rely on County trash pickup.

Brain asked about presenting the easement information to the community. Martin agreed that once the plan is confirmed, we can announce the information to the community.

Martin announced that the Comptroller will begin providing a fiscal quarterly financial report to the Board.

Comptroller's Report- James Harvey

Jim reported that the audit went well. The auditor suggested that overhead should be separated out and reported on its own. We will no longer expense monies put into restricted reserves.

Missing income was discovered. The County withheld \$42 thousand dollars from the FY22 income. The County will hold funds that exceed the income plus reserves in excess of our bond which is \$2 million dollars. The bond will be increased to \$3 million to ensure this does not happen again.

Insurance is the fourth largest expense. During bid collection it was discovered that there are only two companies that will provide liability insurance for police departments. The workman's compensation insurance premium is lower than expected and we have recently received a refund.

An ICS (Insured Cash Sweep) agreement has been signed with Shore United bank. The agreement will allow the bank to take any money from all Crofton SCBD accounts over \$250 thousand dollars, which is the FDIC limit, and "swap" the value with other banks. The transfers

are all invisible and completed electronically. This way all Crofton SCBD funds are insured and earn a higher interest rate. The interest rates will increase from 0.15% to 0.5%.

The policy manual changes have been updated into the payroll system over the last few months. There are several sections of the policy manual where changes were made, but not formally revised in the policy manual. The attached policy corrections file shown in green font may be approved immediately so that the updated policy manual may be distributed to employees.

ADP has a time management system app that allows staff to log in from anywhere. Jim is following up with ADP on this and will have more information next week.

The updating of new signatures on CCA accounts is in progress. Names of previous employees remain on some accounts.

The draft budget is ready for the Board to review. Jim will do live updates during the review process.

Jim reported an \$844 thousand dollar balance end of the FY22 audit. There is a \$641,594 balance as of today; \$203 thousand has been spent on expenses in first quarter.

Jim included in his quarterly report a summary of vendor expenses, and a snapshot of profit and loss versus actuals.

Renee announced that the Finance Committee met last Thursday. There will be monthly meetings at Town Hall the Thursday before each Board meeting at 2:30 PM. All are welcome, however the meeting space is small, so space is limited.

Anna asked for a motion to approve the changes to the policy manual. Renee moved to approve the policy changes highlighted in green. Chuck seconded the motion. Anna asked for any additional discussion. Daria asked about the health insurance. Jim explained that we will no longer have a health insurance policy as of November 1, 2022, because there are no employees using it. If a new employee requires it, we will have to re-apply, so we are unable to determine the cost until that time.

The motion passed unanimously.

Committee Reports:

Planning & Zoning – Marsha Perry

Marsha reported that she attended three community meetings this month. She attended the webinar from Anne Arundel County Community College, Center for the Study of Local Issues, which discussed their fall survey results regarding what residents want in terms of growth and development over the next decade. Dan Nataf, Ph.D. reported the key concerns were the economy, crime and drugs, education, and land use and development. The survey found a disparity of resident's wishes to current policies. Marsha commented further that she has

personally pointed out how many variances and modifications have been granted by County Executive Steuart Pittman.

Marsha attended the Chesapeake Legal Alliance meeting, which is a group of 250 lawyers that represent all areas along the watershed, including Crofton, which is part of the Patuxent River watershed.

Marsha and Chuck commented on the Versa Tile 2,500 square foot showroom that is to be built on the corner of Martha Greenleaf Drive and Route 424. This zoning change was another example of a modification that was granted. Versa Tile will also be taking over the property on Route 3 median that housed Shoreline Seafood in Gambrills. This will be used as their manufacturing area.

Public Safety Committee - Brian Riley

Brian did not have anything to report, but he encouraged members of the Public Safety Committee to attend the Budget meeting next week. The agenda will be Public Safety and Recreation. Rob commented that he will not be present for the Maintenance and Operations portion of the Budget because he will be out of town. Anna suggested that we revise the budget schedule so that Rob can attend and, as a result, the agenda for next week's budget meeting will now include Public Safety and Maintenance and Operations.

Finance Committee – Renee Speer

Renee reported that the Finance Committee met last week and will continue to meet monthly at Town Hall. This meeting is open to all; however, the meeting room is small, and we ask that anyone wishing to attend send her an email beforehand to ensure there is enough seating.

Recreation Committee – Daria DeLizio

Daria reported that there was a good turnout at the Ice Cream Social. There were a few showers, but tents were put up. It was a successful event. Many of the volunteers were Crofton High School students.

Greater Crofton Council – Chuck See

Chuck attended the last GCC meeting held on September 13. Past events and the history of the GCC was discussed. They are looking for ways to increase attendance and invigorate the programs. They will hold a meet the candidate's night on October 21 from 5:00 PM to 10:00 PM at the Village Commons Community Center. Chuck will provide a list of attendees and the meeting format.

Covenant Review Committee – Stephen Tull

Stephen reported there has been no covenant activity this month.

Maintenance and Operations – Rob Kendall

Rob thanked Littany Hollerbach and the members of enSprout for their work on the stone border of the rain garden at Swann Park. He reported that he is moving ahead with equipment grants and proposals.

Education Committee – Hal Sheldon

Hal reported events at Crofton Woods Elementary; 10/11 is Ledo's Spirit Night, 10/14 is Halloween Skate Night at Skate Zone, 10/31 is the Halloween Parade.

Crofton High School has opened advertising to local business in their program for this year's production, *Almost, Maine* by the Crofton High School Cardinal Players.

Crofton High School Crofton Cardinals Coach Tom Sommerville was nominated as Coach of the Week by the Baltimore Ravens.

The Crofton High School Cardinal Classic was held at the stadium on 10/1. Crofton High School Homecoming Week is scheduled for 10/15 through 10/27. The Homecoming dance will be held on 10/27. All County schools are participating in Harvest for the Hungary throughout the month of October.

Police Chief Report - Chief Earl Fox

Chief Fox reported that he has been working on the new hire. There is an administrative delay, and the candidate cannot start until November. There has not been any progress on an additional hire.

The Chief reported that the white unmarked squad car had been decaled as Crofton Police.

Chief Fox reported police stats for the month of September:

There were 94 dispatched calls for service, 184 patrol checks, four reports written, seven traffic citations, two adult arrests, two emergency evaluations, four assists to Anne Arundel County Police, three training days, and 72 miscellaneous (administrative work). These statistics have been posted to our website.

Renee asked about the Crofton Police assisting with traffic due to the crossing guard deficit. The Chief explained our two officers are assisting at Crofton Elementary School and they are both working day shift to accommodate doing so. Crofton Woods Elementary School and other County schools have been supplemented by Anne Arundel County officers who are working overtime hours to fill in for the missing crossing guards.

Daria asked the Chief about an email sent to the Board by Martin regarding resident complaints of illegally parked boats and trailers. The Chief explained there were three in question. The owner requested an extension for tag registration for the one parked at North Forest Apartments. The two remaining are canvass covered boats that belong to new residents who are in the process of donating one of their boats, which is not legally tagged. The other one is legal and currently parked in their driveway. The Chief also commented that they are enforcing the right wheel to curb parking on Crofton Parkway since it is a double yellow line road. The side streets will be checked less often.

Brian asked about expired tags on boats with regards to covenants. Anna responded that there is nothing about boats in the covenants. The Chief believes it is a county issue.

Other Business.

Anna called for an official vote for the forest conservation easement at the front property. Marsha moved that we move forward with the County and the forest conservation easement. Rob seconded. The motion passed unanimously.

Citizen Questions or Comments-

There were no Citizen Comments.

With no other questions or comments, the meeting was adjourned for an Executive Session to discuss a Personnel Matter.

Meeting minutes completed by Tara Gottschalck, Receptionist (November 17, 2022)

MS/JH/EF(tg)