



**CROFTON CIVIC ASSOCIATION
BOARD & GENERAL MEMBERSHIP MEETING
First Baptist Church, Crofton
September 14, 2026 – 7:00 PM**

Present:

Board Members: Anna O’Kelly, Kevin Wilson, Brenda Wakefield, Meredith Schramm, Charles See, Chuck Cook, Kitty Gross, Jack Kemerer.

Staff: Martin H. Simon, James Harvey, Chief Jason Jett, Cpl. Kyle Gable, Tara Gottschalck.

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

Announcements:

Anna announced the meeting was recorded to assist with the transcription of the minutes.

The Crofton Farmers Market is being held every Saturday from 8:00 AM to Noon at the Crofton Library through December 19th. Stop by and get local and regional foods, crafts, and artwork. See Crofton Farmers Market on Facebook for details.

On September 26th, from 10:00 AM to 3:00 PM at the Crofton Country Club, the Greater Crofton Chamber of Commerce will host its annual Fall Festival on the Green. The festival includes Crofton’s 11th Annual Dog Show and Dog Pie Eating Contest co-sponsored by the Crofton Civic Association. Other festival events include arts and crafts, food trucks, music, family entertainment, and of course, political candidates! The CCA and the Crofton Police Department will both have a booth so please stop by and say hello.

The St. Paul’s Annual Quilt Sale is scheduled for the first weekend in October. This popular event showcases quilts and quilted crafts and accessories. Admission is free, and door prizes are available. St. Paul’s is located at 1370 Defense Highway. Quilt sale hours are:

Friday, October 2, 9:00 AM – 7:00 PM

Saturday, October 3, 9:00 AM – 6:00 PM

Sunday, October 4, 8:00 AM – 12:00 PM

On October 10th , from 10:00 AM to 12:00 PM the Greater Crofton Chamber of Commerce will host its annual Shred event in the parking lot of their office located at 2138 Priest Bridge Court. You may bring up to four boxes of documents for shredding. Donations will be accepted.

The next CCA Board meeting is scheduled for Monday, October 12th, at 7:00 PM, here at the church. It will be a combined Budget meeting, which will review the FY28 Public Safety and Recreation budgets.

The remaining Budget meetings will all be here and are scheduled for:

October 26th, which will review the Maintenance and Operations, and Administration budgets.

November 2nd, which will review Overhead, Reserve Funds Planning & CCA budgets.
November 9th, which will be a combined Board and Budget meeting reviewing the Tax Rate Determination, Final Review and Adjustments, and the Board Voting.

The 11th annual Crofton Chili Cook-off, brought to you by the CCA, Crofton Kiwanis, and the Crofton Farmer's Market, will be held at the Crofton Farmer's Market on October 17th from 10:00 AM to 12 Noon. Four awards will be given. There will also be a special prize for the hottest chili. The event will benefit the Crofton Christian Caring Council's Food Pantry, which provides food for families in need and the homeless. Participant registration is free, and registration forms can be found on our website at Croftoncommunity.org.

On Wednesday, October 21st, 6:00 to 9:00 PM, the Greater Crofton Chamber of Commerce will host its annual Community Awards Celebration dinner at the Blue Dolphin restaurant. For ticket information, please contact Judy Wilson via email at Judy@croftonchamber.com or call her at (443)254-5912. Later this evening in our Executive Session, the Board will be selecting its CCA Citizen of the Year to be recognized at the awards event.

On Saturday, October 24th, the Crofton Kiwanis, and the CCA will host the annual Halloween Parade and Backyard Party. The parade begins at the Crofton Country Club and ends at Town Hall. You may sign up for the costume contest by 10:00 AM at Prince of Peace Church. Costume judging starts at 10:00 AM and ends at 10:50 AM. The parade kicks off at 11:00 AM and kids can join in at the tail of the parade, which travels down Crofton Parkway and ends at Duke of Kent Drive. The winners of the costume contest will be announced at Town Hall's backyard after-party, where there will be make-and-take crafts and light refreshments.

On Friday, October 30th, the Crofton Police Department presents its 4th annual Trunk-Or-Treat event, from 6:00 to 8:00 PM, at the Crofton Village Green. This free community event will be a frightfully fun and festive evening with Trick-or-Treating, decorated police and community vehicles, and spooky decorations. Costumes are encouraged!

Every Friday and Saturday evening in October beginning on October 2nd, the Arundel Volunteer Fire Department presents its Terror Trail, at their location at 2485 Davidsonville Road. This family-friendly, haunted trail has activities for everyone. The Terror Trail is \$25 per person and designed for those 8 years old or older. The Boo Loop is \$10 and designed for children 8 years or younger. For tickets and information see Station7terrortrail.com.

For Crofton Library events, please refer to the complete list at AACPL.net.

Meeting Minutes Approval

The meeting minutes of the August 3, 2026, Board meeting require approval. The minutes were previously distributed to the Board. There were no additional changes needed. The minutes were filed.

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

Martin announced that the remainder of our board and budget meetings scheduled for 2026 will be held at the First Baptist Church.

He reported on the rain garden at the front entrance. The quarterly maintenance and pruning schedule by Ciminelli's Landscape Services has begun. Anna will be choosing some additional plantings to be installed. The new flow wells have improved the drainage.

DPW has closed the repair order on the leak to the water meter vault since they decided they are not responsible for the repair. Martin has scheduled a plumber for the repair on September 24th.

The DPW maintenance contract for the forest conservation easement at the front entrance has not been resolved yet.

Martin reported that Eagle Scout candidate Will Almoguera has completed the installation of 3 benches along the Crofton Parkway, near the Crofton natural area. He thanked Marty Mows for donating the concrete pads for the benches, a cost savings of \$4,800.

He thanked Crofton Kiwanis for their donation of the picnic table for Town Hall's backyard.

Martin announced the cherry tree planting program deadline is September 25th. We are still looking for sponsors who live on Crofton Parkway. The cost is \$195. The CCA will handle the permitting and installation. We are hoping for 10 participants and have 5 so far.

Martin plans to provide a detailed report in October of the improvement projects for Swann and Willows parks.

He provided the police overtime report since August 3rd. There were 14 ½ total hours used. 6 hours were used for the Bike Rodeo/Ice Cream Social event. 1 ½ hours were used for the Public Safety preliminary budget meeting. 4 ½ hours were used for National Night Out. 2 ½ hours were used for late calls for service. 8 days of military leave was granted to Cpl. Gable for Coast Guard training.

Comptroller's Report – *James Harvey*

Jim summarized his previously distributed report to Board members.

He reported the audit is in progress. The net income for FY26 for the tax district was \$57,614.85, and \$208,739.60 was moved to the reserve funds. An expense item originally paid from the Contingency Fund was changed to a discretionary bonus expense, at the Auditor's direction. Therefore, the \$4,484.83 debit to 3900 Contingency Fund is an increase over what was planned, as the BOD approved using \$8,000 for the one-time bonus. Therefore, the account increased by \$3,515.17 over the position the BOD planned

The county overpaid \$61,747.30 in property tax income. The funds will be held in reserves for FY28.

The tax filing for the CCA has been completed.

We sent out our first SMS text in August on the emergency alert system. This system is used only for police or disaster emergencies. People may sign up on the website.

There are sixteen registrants for the Crofton Dog Show.

There are 8 registrants for the Crofton Chili Cook-off.

Jim requested the Board's approval to join the Voluntary Organizations Active in Disaster (VOAD). They are a Maryland organization made up of different disaster response organizations. They organize volunteers to help rebuild homes and community facilities where insurance is not available or insufficient. The membership cost is \$100 with a commitment to assist when asked. After discussion, the Board tasked Jim with investigating insurance coverage for instances where borrowed equipment may be damaged or destroyed. The Board will revisit this item once the additional information is provided.

Police Chief's Report – Chief Jason Jett

Chief Jett reported on recent crime in the community. There have been vehicle airbag thefts of Hondas in the Arrive apartments and vehicles parked on Carlyle Drive. He added that Arrive apartments have offered free rent to a county police officer in exchange for evening security patrols. Cpl. Gable will coordinate with the officer during his evening shift. Regarding prevention, the Chief encouraged residents to use steering wheel locks, park in well-lit areas, and report any suspicious activity.

Chief Jett announced the Crofton Police Department will host its 4th annual Trunk-or-Treat event at the Village Green on October 30th.

Chief Jett met with the Public Safety Committee chair regarding budget planning for next year. They will meet with the comptroller regarding preliminary budget planning for operational, training, equipment, and community safety needs.

The department participated in the Mission Barbecue 9/11 Remembrance Ceremony.

Chief Jett reported the recognition of Cpl. Utzig, who has been selected to receive the Unsung Heroes award on September 24th, in acknowledgment of his dedicated service, professionalism, and positive contributions to the department.

The Chief announced that Sgt. Sims received the Featured Servant award from the Leaders Helping Leaders Network. The award recognizes his law enforcement career and his dedication to the community.

Chief Jett announced the department's October speed enforcement initiative. During the month of October, officers will conduct visible enforcement of specific areas of the community where they have received complaints of speeding, crash concerns, parking problems, and elevated pedestrian activity. Citations will be issued. Drivers are reminded to observe posted

speed limits, remain attentive to residential and school areas, and adjust speed to roadway traffic and weather conditions. Traffic results will be reviewed at the end of this initiative.

The Chief distributed information regarding the purchase of battery-operated portable speed signs. This would allow flexibility within the department by rotating placement and not having to rely on the restricted and limited borrowing of county police equipment. He would like to purchase two at a cost of \$6,500. He added that they collect only speed and date/time data. Jim commented that this purchase may be done within the current budget, since there is an additional \$19,000 in the budget that was not spent with the cancellation of the Flock Camera Safety System contract. He added that according to our recent survey data, residents wish to add additional speed signs in the community, especially on Crofton Parkway. The Board members agreed to move ahead with the purchase of the two portable speed signs.

The Chief reported there are currently 3 applicants for the open position in the police department. He is scheduling interviews next week.

Committee Reports

Covenant Review Committee – Kevin Wilson

Kevin reported the committee received 3 inquiries. Two were projects that have been reviewed and approved. The last was a complaint for non-compliance with the covenants. The committee was unable to act upon this complaint since they could not verify that the complainant was subject to the same set of covenants as the target of the complaint.

Planning and Zoning – Brenda Wakefield

Brenda did not have anything to report.

Recreation Committee – Meredith Schramm

Meredith reported that the Recreation Committee last met on August 17th to consider proposals for programs and priorities for the FY28 budget planning. They also reviewed upcoming events and ideas for programming.

The combined Bike Rodeo and Ice Cream Social event on August 30th was very successful, with high turnout. She thanked all the volunteers and community organizations who participated in these events.

The committee is developing the welcome bag program for new residents that move into the tax district. The bag would contain information about the community, Town Hall, the Board of Directors, and local businesses.

The Holiday Tree Lighting is scheduled for December 7th at the Crofton Country Club.

The committee has scheduled a meeting with the country club in early November to coordinate expectations, logistics, and the overall vision for the upcoming year's events.

The committee will meet next in December.

Greater Crofton Council Liaison – Chuck See

Chuck reported there was no Greater Crofton Council meeting last month.

He reported there was a meeting held by Zoom on August 12th for the Riedel Road/Johns Hopkins Road Traffic Safety Committee with Nestor Flores. Traffic slowdown strategies have been implemented. Traffic cameras have been installed and activated. There is repaving on Riedel Road currently, and new lane markings are being installed. The calming islands will also be reinstalled. Anyone wishing to participate in these meetings can do so by signing up on the county website.

Education and Civic Affairs – Chuck Cook

Chuck reported that One Crofton had their meeting today regarding the stay of the redistricting for the remainder of this year. He has not yet received any updates from this meeting held today.

Maintenance and Operations – Kitty Gross

Kitty reported her satisfaction with the completion of the rain garden refurbishment. The regular quarterly maintenance will be handled by Ciminelli's Landscape. Marty Mows will still do weekly clean ups and weed removal.

Looking ahead, she will be focused on the park refurbishment projects at Swann and Willows parks.

Kitty reported she continues to receive complaints about the golf course property, specifically by Swinburne and Spring Green Avenues, and Eton Way, where the weeds are growing over the fence. She is looking for suggestions to encourage country club management to take care of these areas for which they are responsible. Martin stated that he does remind them regularly. He receives copies of complaints from residents by email, with positive results. He encourages residents to complain. Anna added that the county does have a policy for weeds. Jack asked if there is a way to contact the country club at the corporate level. Martin explained there is no longer a management company, and the club manager reports directly to the owner.

Kitty will meet with Jim and Martin on September 22nd for budget planning for FY28.

Kitty asked about the dead tree in the curb lawn on Stratton and Spring Green. Martin explained that even though the curb lawn is county property, any trees planted there are the responsibility of the homeowner. The county will remove a tree if it is an imminent danger. The planting of trees in the curb lawn is approved by the state and must be permitted.

Public Safety Committee – Jack Kemerer

Jack is planning the next Public Safety Committee meeting for early October. He will be meeting with the comptroller tomorrow for budget planning for FY28.

Jack will be recruiting new members to the committee. There are current members who are not responsive.

He thanked Chief Jett for his work on the Parkway issues. The committee will continue to focus on traffic safety issues.

Finance Committee – James Kitchen

James was not present and did not forward a report.

Other Business

Anna announced that a policy currently implemented needs to be in writing according to the auditor. Martin explained this policy is currently followed but was never put in writing and added to the policy manual.

Anna added that, as Vice President of the Board of Directors, Kevin would be added as a signatory on the bank accounts.

The new policy would be revised as follows;

A. Purchases

All purchases of new items or services over \$50 must be submitted for approval using the Check Request Form or via a signed acceptance of a work order, estimate, or contract. All purchases of over \$50 and less than \$500 may be approved and signed by either the Town Manager, the Chief of Police for budgeted police expenses, or, in the absence of either, the Comptroller. All purchases of new items or services over \$500 must be approved by the Town Manager, or in the absence of the Town Manager, by the President or Treasurer of the CCA. All checks more than \$500 must be countersigned by the Town Manager and the Comptroller, or in the absence of the Town Manager, the President or VP of the CCA, and in the absence of the Comptroller, countersigned by the CCA Treasurer.

At least three quotes or prices should be reviewed before purchasing items or services valued at more than \$500; however, it is understood that this is not always possible. For instance, the Crofton Police Department attempts to equip its personnel in parallel with Anne Arundel County Police and follows their purchasing decisions. The CSCBD has several purchasing agreements in place (For example, Amazon, Staples, BJ's, Walmart, and Oriental Trading Company). These accounts offer discounts and have our tax exemption documents on file. When applicable, pricing will be gathered from these accounts, or for routine purchases, such as office supplies, can be used directly. If a service agreement is contemplated and its value exceeds \$40,000, the CSCBD will issue a formal Request for Proposal (RFP) and solicit multiple bids for the service agreement, where multiple bidders are available in the market. The bids will be reviewed by the respective director on the BOD and the President, and are signed by the Town Manager.

Recurring Expenses – Recurring expenses, such as telephone or utility bills, require no approval (beyond the initial purchasing decision) for payment made by the Comptroller. Where practical, the Comptroller may also set up automatic ACH payments on recurring expenses.

Debit Card Purchases – The Town Manager and the Comptroller hold Debit Cards for both the CCA and the CSCBD. They may make approved purchases directly, or an employee may borrow the card for a single approved purchase (e.g., a car repair).

Credit Cards and Accounts – The Comptroller issues gas credit cards to employees who have responsibility/assignment for a vehicle. Gas credit cards may be used only for gas, and all receipts must be submitted to the Comptroller within three days of purchase. We also have a credit account with Jiffy Lube, which may be used for oil changes and minor repairs such as windshield wipers or headlight replacements. All other maintenance, service, and repairs will either be done at the dealership or an automotive repair shop approved by the Town Manager.

B. Reimbursement of Expenses and Travel

Reimbursement of Expenses – Reimbursement of expenses incurred by employees for amounts less than \$50 (ex., tolls, or court parking fees) or approved amounts over \$50 (ex., training expenses) is done by completing and submitting a Check Request Form where the employee is the payee, and ALL such reimbursements must include a receipt for the expense incurred.

Reimbursement for Mileage – Mileage incurred for official business using a personal vehicle shall be notated in a log that includes the date, destination, and miles incurred and will be submitted with a Check Request Form by the end of the calendar year and by the end of the fiscal year (every six months). Mileage to and from work for regular duty is not reimbursable.

Meals and Lodging Meals and lodging are paid or reimbursed only for approved travel and/or training beyond 50 miles from Town Hall.

Travel – Any travel or training beyond 50 miles from Town Hall must be approved by the CCA BOD in advance.

Kitty motioned to approve the new policy. Chuck Cook seconded. The motion was approved unanimously.

Brenda added an addendum to the motion, adding “The Vice President of the Board of Directors shall be added as a signatory on the bank accounts.” Meredith seconded. The addendum to the motion was approved unanimously.

Jack asked about the circumstances surrounding the one-time bonus of \$8,000 that was granted to the Town Manager last year. Anna explained that personnel wages and salaries are discussed in Executive Session. The Board will provide additional information to him during this evening's Executive Session.

Citizen Comments

A resident urged Board members not to raise taxes given the current economic climate. She does not agree with purchasing speed signs as an additional cost. She suggested the police department increase patrols and ticketing. Anna explained that the money was previously budgeted for FY26. The resident also expressed concern over high water bills due to the leak in the water meter vault at the front entrance. Martin explained that the water bill was not affected at all.

Resident Stephen Tull asked about the start date of Phase II of the Beaver Creek Restoration project by the county. Martin stated there has been no start date selected yet.

The meeting was adjourned for an Executive Session to select the Citizen of the Year.

Executive Session

Action items during the Executive Session were noted as follows;

- Citizen of the Year selection: Sue Franklin
- Regarding potential acquisition of real property, the BOD voted to release up to \$30,000 from FY27 Long Range Planning Fund reserves for permitting exploration.

Meeting minutes completed by Tara Gottschalck, Administrative Assistant (September 28, 2026)

MS/JH/JJ(tg)