



**CROFTON CIVIC ASSOCIATION
CCA BOARD MEETING
Library Media Center, Crofton Elementary School
June 16, 2025 – 7:00 PM**

Present:

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

Staff: Martin H. Simon, James Harvey, Chief Jason Jett, 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.

Town Hall will be closed on Thursday June 19th for Juneteenth, and Friday July 4th for Independence Day.

The 2025 Crofton Pride Parade and Resource Fair will take place on Saturday, June 21st, from 10:00 AM to 1:00 PM. The Resource Fair and food trucks will be located at Crofton Elementary School. The parade will leave from Crofton Elementary School, travel down Duke of Kent, and then take a right onto the outer loop of Crofton Parkway. It will proceed along Crofton Parkway to Crawford Blvd. where it will make a U-turn at Prince of Peace Church and then return to Crofton Elementary School along the inner loop of Crofton Parkway. Parade organizers suggest attendees of the parade bring their blankets and chairs and sit in the median of Crofton Parkway for the best viewing of the parade. For more information, including registration for organizations and individuals that wish to participate, please visit croftonpride.org.

The CCA Summer Concerts continue Sunday evenings from 6:00 PM to 8:00 PM through July 27th on the Crofton Country Club lawn. Upcoming concerts:

- June 22, 2025: Bay Jazz Project (Jazz)
- June 29, 2025: Greydog (Classic Rock & Contemporary)
- July 13, 2025: Built 4 Comfort (Blues)
- July 20, 2025: 3 Wheel Drive (Classic Rock)

- July 27, 2025: Summer Knights (Country and Rock)

Please bring your own chairs or blankets as there is no seating provided on the grass.

There is no CCA Board meeting scheduled for July. The next meeting is scheduled for August 11th at 7:00 PM here at the Library Media Center. All residents of the Crofton Special Community Benefit District are invited to attend.

Registration is now open for the 2025 Crofton Pie Bake-Off, hosted by the Crofton Civic Association, Crofton Farmers Market, and the Crofton Kiwanis Club. The contest will be held at the Crofton Farmers Market at the Crofton Library, on Saturday, July 19th, from 10:00 AM to Noon (Rain date is Saturday, July 26th). This event is a fundraiser for the Crofton Christian Caring Council's Baby Pantry which provides wipes, diapers, formula, and other necessities for families in need throughout Anne Arundel County. 100% of the proceeds will go to the Baby Pantry.

Slices of pies will be sold to the public during the event for a donation of \$5 or you can bring a donation of diapers, wipes, or baby food to get your slice of pie. There will be an array of fruit-filled pies, cream pies, and savory pies to choose from.

Judges will taste the pies at 10:30 AM and the awards and prizes for the best pies will be awarded at 11:30 AM. The best pies will be awarded a silver engraved pie spatula for:

Best Fruit-Filled Pie; Best Cream Pie; Best Savory Pie (ex. Shepard's Pie).

There will also be a special trophy for the "Top Pie" for the overall best pie of the event and gift certificates for each winner. If you are interested in registering as a competitor, registration is free and full details and registration can be found on the events page of our website.

National Night Out 2025 is scheduled for Tuesday, August 5th from 6:00 PM to 8:00 PM at the Crofton Country Club. National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. This event will have safety demonstrations, youth events, visits from emergency personnel, exhibits, food trucks, and more.

This event is in partnership with Anne Arundel County Police Western District.

The Crofton Police Department will be in attendance. Please visit their booth for games and prizes.

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

- June 21, 10:00 AM to 1:00 PM, Plant Clinic: Ask a Master Gardener
- June 19, All Branches Closed for Juneteenth
- July 4, All Branches Closed for Independence Day
- July 5, 12, 16, 26 10:00 AM to 1:00 PM, Plant Clinic: Ask a Master Gardener
- July 7, 10:30 AM to 11:30 AM Beginner Yoga
- July 10, 2:00 PM to 3:00 PM, Adult Book Club: The Last One at the Wedding, by Jason Rekulak
- July 23, 6:00 PM to 7:00 PM, Annapolis Opera Presents: Stories through Music
- July 28, 6:00 PM to 7:30 PM, Crofton Houseplant Club

Approval of Minutes –

The previously distributed minutes of the May 12, 2025, General Membership meeting require approval. There were no additional changes to the minutes. The minutes were filed.

Anna announced Kathleen (Kitty) Gross has volunteered for the District 4 vacancy. Her Declaration of Candidacy form has been distributed to the Board. The Board members voted unanimously to elect Kitty Gross to the Board of Directors. She will chair the Maintenance and Operations committee.

Update: Crofton Golf Stream Restoration Project

Martin provided a report on the recent community meeting on June 11th at the First Baptist Church, Crofton which was hosted by the CCA and Anne Arundel County Department of Public Works Bureau of Watershed Protection and Restoration. The presentation was given by Project Manager, Nasrin Dahlgren. Information and links to the presentation are available on our website. There were twenty-three residents in attendance, mostly from the “W” section townhouses, which would be most affected by this project.

Martin clarified that while Phase I of the project was carried out on county property, Phase II of the project would be on CCA property, and would require Board approval for the Deed of Easement and Agreement. In September of last year, DPW offered \$1,000 for the easement and our compliance. He requested an explanation for the amount and recently was informed they have commissioned a professional appraisal of the property which is still in progress. The completion of the report is expected in the next few weeks. He does not expect the price to increase greatly since the land is flood zoned and unbuildable, but we’ll wait to see what the appraiser has to say.

Martin relayed the primary concern of the residents in attendance was the loss of the wooded buffer along Route 3 that most of the townhomes back up to. James Kitchin suggested that DPW plant additional trees outside the area they are already committed to replanting, and they agreed. James added the trees would start at six to seven feet in height. Additionally, the county agreed to remove fewer trees than initially proposed. James was told informally by the Bureau of Watershed Protection there is enough funding already in the project to do so.

Martin met with Nasrin and BGE representatives regarding their plan to move powerlines. He communicated his concerns, and BGE has since responded with a less intrusive plan than originally proposed for the front entrance property. Martin added the plan is for the construction vehicles to use the Clubhouse Gate entrance off Route 3. Both Martin and Chief Jett agree that this is a major safety concern for residents that use this entrance to the community. He has requested they use the existing entrance located at the pumping station along Route 3. There is resistance to this idea, though Nasrin is assisting in encouragement to do so.

While this project will increase the health of the Little Patuxent River and Chesapeake Bay, there is valid concern for the short- and long-term impact this project will have on our residents.

Anna opened the meeting to questions from residents about this project.

Kitty asked if this is the same project-initiated years ago of the stream located behind her home. Martin explained that it was formerly Phase II of the project, which is the portion of the golf course. The Crofton Country Club owner refused to allow the county to proceed on his property as it would require a significant cost to redesign the course that the county would not pay for. The county has shelved this portion of the project for now. Phase 3 is the portion that is on CCA property but is now referred to as Phase II.

Cheryl Hokanson, Regime 5 Board President reported that residents are concerned with their quality of life during the project and asked if the county has considered installing a sound barrier. Many residents work from home and have lived through the recent shaking and noise from the pump station project. They are also concerned with the loss of the tree barrier behind their homes. Another resident asked what they can expect during each stage of the project.

Martin responded that it will be an imposition for the residents upward to a year. The timing depends on the start date, which is July of next year. James Kitchin believes it would be less than one year, but it is dependent on the time of year and the weather, and if the BGE portion can run concurrently with the county or run separately. Martin does not believe they have any sound barrier planned, though the staging area will be fenced off.

Some residents asked about having the state install sound barriers along Route 3 permanently. Martin said that so far there was no ground swell movement to do so. While a possibility, James and Chuck Cook pointed out that the capital budget was reduced by 70% this year, and therefore not likely.

A resident asked what happens if the Board does not approve the easement, and if the county can continue the project without approval. He asked if there are any metrics to quantify the sound with the trees in bloom and the when not in bloom. Martin would like to investigate the sound data. The project could not move forward without Board approval. The date for voting is not yet set. James added he would not be in favor if certain measures were not in place, such as limited tree removal, new plantings, and moving the Clubhouse Gate access. If the project is not completed, the stream erosion will eventually creep closer to those homes. James also mentioned he is checking with the county Ethics Commission to determine if he is allowed to vote as both a Board member and a county employee. He will recuse himself if necessary.

A resident asked if the funding for this project is completed. James Kitchin commented that this project was already approved and budgeted several years ago. The design process took a few years to complete.

A resident commented on the proposed walking path at the front property. He is not supportive of having people walk back there behind their homes. He asked if there are any other alternatives to deal with the erosion other than this design. Martin said this is the design presented by the engineers hired by the county.

A resident commented that it sounds like it is a done deal, and the decision is not up to residents who live in the affected area. Martin responded that the CCA would like the opinions of the residents to be considered in the decision-making process.

Anna stated that a vote will not be held in the near future until there is additional information gathered. Martin added that the CCA wants the residents to be happy with whatever happens on the property.

A resident remarked that the county should leave as many trees as possible. He also mentioned the transformer in that area which trips frequently, and he loses power. Martin clarified the project calls for 676 trees removed, and 1185 new trees planted. He is unsure whether the cut trees will be removed. The transformer is covered under the current BGE upgrade.

In closing Martin mentioned any new information will be posted to our website.

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

Martin reported he received a letter from County Executive Pittman on May 29th thanking him for his advocacy for the shared use path and sidewalk extension along Route 424 to Bell Branch Park. The county has decided to fast track this effort using existing funding for a feasibility study. He thanked James and his team for their efforts on this project.

Martin followed up on coordinating the fiscal year end projects (FY25) mentioned at the May meeting. Maintenance crews are updating the Swann Park sign bed and will replace the front entrance signature tree which died with a Rising Sun Redbud, per Anna's suggestion. They will deal with several dead or dying trees at Lake Louise. The county removed a downed tree from the Crawford Boulevard median. This week he will receive a quote for the pointing up of the brickwork at the Clubhouse Gate and Crossgate Drive entrances. The electrician has evaluated the outside areas and now Keith will be removing the old light fixtures at Crossgate and Hardy Field. Electrical work inside Town Hall is scheduled for Monday. Keith replaced smoke and carbon monoxide detectors and will install new lighting fixtures downstairs. He received an update today on the front yard forest sprucing up by Ashton Manor beginning on June 30th. They will spot spray any invasive plantings and remove some of the tubes. The county arborist Jen Fisher suggested deciding on the placement of the walking path by September in order to complete the initial clearing of the area in winter. He would like Board input on this and will add it to the agenda of the September meeting. Ms. Fisher remarked that the front yard forest is doing well.

As reported to the Board by email two weeks ago the County Council voted down Bill 32-25, which intended to change the way special benefit districts operate. Had it passed, this bill would significantly increase our annual administrative fee from \$2,000 to \$10,000. He was thanked for his participation by Council Chair Hummer, who asked if he would remain involved should there be another attempt at bringing this issue forward. He agreed but does not believe there will be any new movement on this issue anytime soon.

Martin provided a police overtime report. There was a total of 37 ¼ hours used. Cpl. Gable used 19 ½ hours for his training at the Maryland DUI Institute, and 12 ½ hours were used for

MPCTC required staff training. The Crofton Police Department assisted with the Crofton High School Seniors Parade using 6 hours. Sgt. Sims had a late court appearance using ¼ hour.

Comptroller's Report – *James Harvey*

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

The CPD challenge coins have officially sold out. They have raised \$1,480.

There are seventeen registrants (32 pies) so far for the Crofton Pie Bake-off.

There are four hosts so far for the Cherry Tree Planting program. We are looking to continue around Crofton Parkway. He plans to distribute flyers promoting the program to targeted houses along the Parkway.

The Crofton Kiwanis held a fundraiser for the Flag program for flags around Crofton Parkway. They have raised \$1,585.

Four laptops at Town Hall need to be replaced since they are unable to receive the recent Windows 11 update. \$2,619 of funds from the Admin IT budget will be used. Cheaper than a Geek will set them up.

The Buddy Punch and ADP conversion had an issue where the collected state unemployment insurance by ADP was supposed to be sent to be submitted to the State and instead was issued as a refund to us. We still owe \$2,225.60 and will find out tomorrow whether we need to pay it directly to the state or if Buddy Punch will cover the payment.

Jim is expecting a check request for \$2,864 for uniforms from the police department.

Jim mentioned that next year is the 250th year of the United States and suggested a fire hydrant decorating contest. Kitty Gross volunteered to help with planning the event.

As of June 10, there is a net income of \$493,762 for the Crofton SCBD. The Board has already allocated \$156,903 to reserves. We expect that we will spend \$61,000 for two payrolls and SEP payments and other usual expenses before the end of the month, leaving a surplus of \$275,000. We are also expecting a refund of an undetermined amount from Chesapeake Insurance, which may add to this surplus. Our new insurance premium saved \$80,000.

The Finance Committee met on June 12th and recommended the following:

- \$19,900 to return to contingency reserve fund.
- \$63,420 will be added to the Appropriated Funds reserve, bringing the balance to \$480,000. The appropriated funds are used for expenses from July through December when we receive our first property tax payment from the county.
- \$27,000 will be returned to the Police Equipment Reserve fund for the LPR's.

- \$22,000 to be added to a new Legal Expense Reserve fund.
- Place \$45,000 into a new Grounds Projects Reserve, preserving funds for one-time projects.
- Place \$16,000 into a new Tree Fall and Disaster Reserve.
- A balance of \$87,000 will be used as Funds Held for FY27.

The Finance Committee identified a structural deficit in our budget. James explained this is when you are paying for something as expenses with one-time money. Our recurring revenue does not cover all expenses. Usually, it is counted as surplus money, at the end of the year with leftover placed into reserve funds for next fiscal year. Since surplus funds cannot be guaranteed, a way to avoid this is to adjust based on the year-end numbers made by contributing any additional funds to the Contingency Reserve.

Jim asked the Board for a motion that the Comptroller may make adjustments based on the final year-end numbers, (following the reconciliation of bank statements), with the approval of the CCA President. Furthermore, the final adjustment will be made by contributing any additional funds to the Contingency Reserve.

James Kitchin made a motion to accept the reserve plan as presented in the Comptrollers report at the June 16th Board meeting with the stipulation that following the final reconciliation of bank statements, and any adjustments made by contributing any additional funds to the reserve fund, with the approval of the CCA Board President. The motion was seconded. The motion was passed unanimously.

Jim reported that the Form 990 submitted to the IRS by our auditor was rejected for a minor issue. Once we received notice, the auditor resubmitted the filing, however, we were charged a \$3,080 penalty fee, which we paid. Our auditor has submitted an appeal and is confident we will be refunded.

Jim contacted and researched HPBS, LLC, as our new auditor. The Finance Committee has decided to use them as auditors for fiscal year 2026.

Kathy has submitted the annual application to the Anne Arundel County Arts Council. Once the grant money is received, it will be transferred to the CSCBD in July to support the summer concert series for the upcoming year.

Board members Chuck Cook and John Sullivan have completed the Anne Arundel County Ethics Training.

The June E-Advocate is out.

Jim has drafted a community services survey for staff and Board approval. He suggests they finalize the survey in August and publish it to the September *Advocate with a closing date of September 19th*.

Crofton Salutes Our Heroes banners were installed on May 9th. Some tree trimming is needed for visibility.

We are working to schedule a public tour for residents at the Crofton Meadows water facility in August or September.

Jim has restructured the official Crofton Flag proposal as a contest. James Kitchen would like to reserve the right to make any adjustments to submissions. He would like it to be advertised as flag suggestions rather than a contest winner. The Board agrees. Jim will work with James and Martin and adjust the promotional flyer.

Police Chief Report – *Chief Jason Jett*

The Chief reported the department has been busy this month researching new technologies available to provide the community with the highest level of service.

The Crofton police provided traffic safety for the Crofton High School Seniors Parade on May 30th, and the Crofton Kiwanis/Team Surlis 5/10K race on June 7th.

At the request of residents, Sgt. Sims provided a bike safety class for residents of the “W” section.

In partnership with Vuong’s, Sgt. Sims hosted another class for Women’s Self Defense.

The police department will provide traffic safety for the 2025 Crofton Pride Parade scheduled for June 21st.

Police department staff will be attending mandatory MPCTC training over the weekend on Saturday. Handgun and CPR certification will take place in house at the end of June.

Cpl. Gable was invited by special invitation to attend the DUI institute at College Park. He has 15 convictions to his credit and is in the running to receive an award from the state of Maryland for his efforts in removing impaired drivers from our roadways.

The Chief reported the challenge coins have sold out as of today and would like to place a new order. The vendor has reduced the price from \$750 to \$500 for a batch of 100 coins.

The Chief provided the statistics for May: There were 355 calls for service, 27 traffic stops, and 210 patrol checks.

The Chief provided an update on stationary LPR’s (License Plate Readers). Police department staff met with representatives from Flock Safety. These provide valuable, real-time information on vehicles that enter our community. The program is run by Anne Arundel County Police who have one hundred and seventy of these functioning now throughout the county. This is part of their real-time information center. Presently there are four in our immediate area; Checkers on Davidsonville Road, Jeffry Drive and Davidsonville Road, Route 3 North and Defense

Highway, and Route 3 North and Crossgate Drive. County police are in support of the Crofton police obtaining these stationary LPR's because all data can be shared.

The Chief would like to begin with 3 cameras which will include live video feed, a new function not on previous models. They can be mounted in most areas on ten-foot poles. They are solar powered. The cost is \$11,400 per year for three cameras. He proposed three locations: Duke of Kent and Davidsonville Road, Crawford Boulevard and Route 3 North, and Urby Drive/Good Hope Drive.

James Kitchin asked if this will be funded using the police equipment reserve, since this is a subscription service. The Chief suggested running a pilot program for one year with the \$27,000 currently in the reserve fund. This would fund the program for two years. James advised this should become part of the operating budget. Jim suggested using the reserve funds as a pilot program to start. At the end of the term there will be metrics to decide if the Board would like to add this to the operating budget moving forward. Martin believed these stationary units provide more benefits than mobile units. The expenses are \$3,500 per unit per year which includes equipment installation, software, live-feed camera and LPR. The software cost is \$300, and \$900 for cloud retention storage.

John Sullivan inquired about transparency to the community, and what the laws are on how the data is stored. The Chief responded that these systems comply with the law. The purpose is to protect the community. Stored data is limited to law enforcement only. Cameras are focused on roads and are not pointed at any residential homes. He stressed that ensuring privacy is a priority.

James would like to postpone this discussion until the budget meetings in the fall since it is an operating budget item. Martin pointed out that this would be a way to utilize those reserve funds set aside two years ago that could not otherwise be used due to the delays with county police. The police department hopes to complete installation by year end. It would take two to three months before they are up and running.

Anna asked if there is a way to get access to county police data before our system is up and running. The Chief indicated they cannot have access until our system is running to share data.

Martin believes beginning the program now with the funds already set aside would provide data and metrics the Board can evaluate during budget season in October. The Board can then decide if they wish to continue the program, then add to the operating budget if appropriate. Some Board members agree with this approach, while others wish to wait until the program is placed into the budget planning in the fall.

After additional discussion, the Board agreed to vote. Brian motioned to move forward with the pilot program purchasing the stationary LPR's now using the Police Equipment Reserve funds already appropriated. Kitty seconded. Three Board members voted in the affirmative, while four Board members voted in the negative. The motion did not carry. The program will not be initiated with the reserve funds, and the project will be discussed further during the fall budget meetings.

James motioned to allow the purchase of 100 new Challenge Coins from the CCA budget as long as the cost does not exceed \$750. John seconded. The motion passed unanimously.

Committee Reports

Covenant Review Committee – *Stephen Tull*

Stephen reported the committee approved a replacement deck. He provided an update on the Tipton Drive property mentioned at the last Board meeting. The homeowner has removed the 'No Trespassing' signs; however, the pink ribbon is still up. The homeowner claims it is boundary marking for a new fence they are having erected. The tape extends to the front of the property. The committee is dissuading them from constructing the fence in the front of the property.

He reported a complaint that came in today from a flag lot, which has no curb lawn. The adjacent neighbors have piled loose trash at end of the complainant's driveway.

Public Safety Committee – *Brian Riley*

Brian had nothing to report.

Finance Committee – *James Kitchin*

James did not have anything additional to report.

Recreation Committee - *Daria DeLizio*

Daria has nothing additional to report.

Greater Crofton Council Liaison – *Chuck See*

Chuck had nothing to report. There is no future GCC meeting scheduled at this time.

Education and Civic Affairs – *Chuck Cook*

Chuck Cook reported on the high school redistricting survey which closed for comments on May 13th. There were 91,000 webpage views, 47,000 unique users, 4,357 survey responses, and 4,246 map comments. The results indicated that duplicates were removed. The recommendation by the consultants and Dr. Bedell will be presented to the School Board in July. Most of the comments came from our area of the county.

Maintenance and Operations – *Kitty Gross*

Kitty had nothing to report.

Planning and Zoning – *John Sullivan*

John thanked Martin for the updates on the Golf Stream Restoration project and the Bell Branch Park Sidewalk Extension project.

There are no updates to Senate Bill 2-25 which goes into effect July 1st.

There are no updates on the South Shores Trails or the Crofton Colony slope restoration.

He thanked Stephen for his report on the Region 5 Planning Group.

The county department of Planning and Zoning has two upcoming Open House meetings. The one in our area will be held on July 8th at the Crofton Library.

Planning and Zoning will hold a meeting in August for Region 6 which includes the areas of Millersville and Crownsville. There is local concern, as some of these areas run adjacent to Crofton.

Other Business –

Stephen Tull discussed some highlights of the Region 5 Planning Board report he distributed to Board members.

Any recommendation by Planning and Zoning must receive a 2/3 vote.

The owner of the Nighthawk Golf Center has requested a zoning change from C2/C4 to MXD/N to produce a dense mix of housing types and commercial goods and services.

Stephen encouraged residents to attend the two upcoming Open House meetings hosted by county Planning and Zoning.

Martin asked if zoning changes from commercial to residential or mixed use zones slows the potential for development, or make things easier. James says the code has loosened up recently, because the Conty Council has passed several bills making it easier for commercial zones to become residential housing. Stephen mentioned there may be tax benefits to include the commercial mixed zoning. Resident Pat Huecker added that mixed use is the most flexible zoning. James added that while the Housing Act doesn't allow building on a flood plain, it does allow counting the entire acreage for their planned housing even though they can't build on it.

Citizen Comments –

There were no additional comments.

With no additional questions, the meeting was adjourned.

Meeting minutes completed by Tara Gottschalck, Administrative Assistant (July 8, 2025)