



**CROFTON CIVIC ASSOCIATION  
BOARD MEETING  
Crofton Elementary School, Library Media Center  
December 8, 2025 – 7:00 PM**

**Present:**

**Board Members:** Anna O'Kelly, Stephen Tull, James Kitchin, Brian Riley, Meredith Schramm, Charles See, Kitty Gross, John Sullivan.

**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 in the transcription of the minutes.

Please join us on Monday, January 12<sup>th</sup> , 2026, at 7:00 PM in the cafeteria here at Crofton Elementary School. CCA Treasurer James Kitchin will present the FY27 Budget Highlights, and he and the Board will be there to answer your questions.

We will hold a vote to update the CCA Bylaws. Many residents want us to have online or email votes, but to do so, we need to update our Bylaws under the old rules, which means we need at least 75 voting-age residents to attend the meeting!

This will be a family-friendly event with activities for children in the school gym, including crafts and games. So, bring the whole family.

Town Hall will be closed on Thursday, December 25<sup>th</sup> , for Christmas, and on Thursday, January 1<sup>st</sup> , for New Year's Day.

The Crofton Farmers Winter Market continues on December 20<sup>th</sup> and January 3<sup>rd</sup> at the Crofton Library from 9:00 AM to 1:00 PM. Stop by and get local and regional foods, crafts, and artwork. See [Croftonfarmersmarket.com](http://Croftonfarmersmarket.com) for details.

Santa is Coming! The Arundel Volunteer Fire Department and Crofton Police will escort Santa along Crofton Parkway and in neighborhoods on the evening of Monday, December 15<sup>th</sup> , starting at 6:00 PM. On the 16<sup>th</sup>, Santa will tour Two Rivers, and on the 17<sup>th</sup>, the ride continues in the neighborhoods along and off of Defense Highway. Additional rides are planned for Davidsonville, Riva Road, and Annapolis neighborhoods. Visit [facebook.com/arundelvfd7](http://facebook.com/arundelvfd7) for updates.

Holiday Concerts – All concerts are free and open to the public:

Holiday Band and Strings Concert – Thursday, December 11<sup>th</sup> at Crofton Woods Elementary. The string concert begins at 5:00 PM, and the band concert begins at 6:00 PM.

Holiday Dance Concert – Crofton High School will present a holiday dance concert on Thursday, December 11<sup>th</sup>.

Holiday Jazz (Two for one!) – The Crofton High School and the Crofton Middle School Jazz Bands will perform a holiday concert on Monday, December 15<sup>th</sup> at Crofton High School.

Holiday Chorus Concert – The Crofton Middle School Chorus will perform holiday favorites at Crofton High School, on Tuesday, December 16<sup>th</sup>, starting at 7:00 PM.

Holiday Orchestra Concert – The Crofton Middle School Orchestra will perform holiday favorites at Crofton High School on Wednesday, December 17<sup>th</sup>, starting at 7:00 PM.

Holiday Band Concert – The Crofton Middle School Band will perform holiday favorites at Crofton High School, on Thursday, December 18<sup>th</sup>, starting at 7:00 PM.

Light Up Crofton 2025 – Scout Troop 758 has scheduled this year's Light Up Crofton event for Sunday, December 14<sup>th</sup>. They are asking participants to put out their luminary kits and light the candles at 5:30 PM. You can be part of this community tradition of lighting up our neighborhoods with candle luminaries. Troop 758 sells the kits as an annual fundraiser for their troop. You may order a kit online. See this month's E-Advocate or visit our CCA website to get the link. Online orders will be hand-delivered to your home by December 14<sup>th</sup>.

The Crofton Civic Association will host a special one-time event, Coffee with Candidates, on Wednesday, January 28<sup>th</sup>, from 6:00 PM to 8:00 PM at Chesapeake Coffee Roasters, 2100 Concord Blvd. There will be free coffee tasting and tours of the Chesapeake Coffee Roasters roasting facility, where guests will learn how coffee is blended, flavored, and roasted.

There will also be some light-fare food provided. We are inviting candidates from both parties in the following local elections to attend: Anne Arundel County Executive, Anne Arundel County Council Districts 4 & 7, Maryland Districts 33B & 21.

Candidates will not give speeches, but rather be present to meet residents, discuss their ideas, and answer questions over a cup of coffee. The event is free, but capacity is limited to the first 100 people to RSVP. Register today on our website at [Croftoncommunity.org](http://Croftoncommunity.org).

**Crofton Library Events: see full schedule at AACPL.net:**

- December 9, 2:00 PM to 3:00 PM, Family Trivia DPW & You
- December 18, 5:30 PM to 7:30 PM, Heckle a Holiday Romance, featuring Sappy Holiday
- December 21, 24, 25, 28, 31, and January 1- All Branches are closed for the Christmas and New Year holidays.
- January 5<sup>th</sup>, 10:30 AM, Beginner Yoga, registration December 27<sup>th</sup>

Anna recognized a group of residents from Regime 5 who wish to speak about the revised plan from the county for the Beaver Creek Restoration Project. This topic was not part of the meeting agenda; however, residents were allowed a few minutes to speak.

A few residents expressed frustration that the CCA is in negotiations with the county over this project they were told was over. Martin explained the Board vote was on the presented plan at the time, which was rejected. Since then, the county has presented a new plan, which was published in the recent E-Advocate, along with a meeting date for DPW to present the plan to the community. The meeting is scheduled for February 23<sup>rd</sup> at the First Baptist Church. Regime 5 residents reiterated they do not wish to consider the new plan. Martin encouraged them to attend the meeting and express their concerns to DPW representatives.

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

Martin reported that the holiday decorations are up at the front entrance and at Town Hall. He thanked Anna for donating the decorations.

The CCA Tree Lighting and Santa Visit was well attended. He thanked the police, Meredith, Kathy, the volunteers, and the country club staff who worked on this event.

Martin asked Board members and residents to rally others in the community to attend the General Membership meeting in order to complete the vote on the revised By-laws. Tara will send out a volunteer sign-up sheet to assist with kid games and activities for this event. A resident US Secret Service employee offered to include a child fingerprinting table at the event in partnership with the National Center for Missing and Exploited Children. They create fingerprinting cards for parent records only. The Board liked this idea. Martin will make the arrangements.

Martin reported there were twenty-eight Yoshino Cherry Trees planted. He thanked residents for sponsoring the curb lawn trees, and Marty Mows for the planting. He thanked Jim for the idea and coordinating the payments by residents.

Martin reported that the Eagle Scout project is progressing for the installation of three ADA park benches in the natural area by the North Forest apartments. Marty Mows will be donating the concrete pads. There will be a fundraiser held at Nando's Peri-Peri on Tuesday, December 16<sup>th</sup>, from 4:00 PM to 8:00 PM. Use code NANDOS2025.

Martin provided an overtime report for the police department. There were 60 hours of overtime used this month. Fifty-one hours were used for patrols at Crofton Centre. There have been no incidents of theft since patrols increased. Eight hours were used for special events; Cpl. Utzig participated in this year's Shop with a Cop program, and Cpl. Gable participated in the Young Heroes Awards. There was one hour used for a late call for service.

### **Comptroller's Report – James Harvey**

Jim previously distributed the Comptroller's Report to the Board.

He reported that we have received the first payment for property taxes from the county. It has been deposited in the money market account.

He reported the copier lease is due to expire in February. The cost to buy out the lease is \$2,416. There will still be an annual cost for maintenance with C&C of \$360. Jim recommends we do this rather than purchase or lease a new copier. It is the least expensive option and our copier has very little wear and tear on it. We have other laser printers in the office used for color. A new copier similar to the current one, with color options, would cost \$8,000 to \$12,000.

Kitty made a motion to buy out the current copier with a new maintenance contract. Chuck See seconded. The Board voted unanimously in favor of the buyout.

Jim reported on the Easy Llama training program package for cybersecurity. LGIT recommends that we have such a training and testing program in place. Staff would be randomly hit with phishing emails. If they open one, then they are targeted for cybersecurity training. The cost is \$399 per year for twenty seats. He will ask to reduce it to 10 seats since it is for staff only. Board members will not need this training.

Jim reported that the police department is recruiting through Policeapp.com. The cost for a one-year tier-one membership and fifty applicants is \$1,250. The police will use \$250 of the CCA budget they raised from sales to avoid running over the \$1,000 budgeted for recruiting by the Crofton SCBD.

Jim presented the entries for the Crofton Flag design contest. The final flags will be 2' x 3' and will be sold to the public for approximately \$25. The Board decided the "Cardinal" design was best and would like to have a few modifications made. Jim will go back to the artist to request the revisions and will present them to the Board once completed.

Jim has presented options to the Board for a new sign for Town Hall. The new sign will include the police department, and logos for both the CCA and the police. The Board decided on a cedar wood sign with relief lettering. The cost will be between \$600 to \$800. Martin will check on permitting. Jim will present a mockup of the final sign from the vendor.

Jim reported that 9 candidates have signed up for the Coffee with Candidates event so far.

He reported that both the Cherry Blossom Festival and the Easter Egg Hunt are scheduled for the same day, March 28<sup>th</sup>. April 4<sup>th</sup> is the rain date.

### **Police Chief's Report – Chief Jason Jett**

Chief Jett reported the department launched Operation Cheer (Crofton Holiday Enhanced Enforcement Response) on November 29<sup>th</sup>. This is a focused effort to reduce theft in the Crofton Centre. He reported there have been no thefts or calls for service since this operation was initiated. Cpl. Gable added that there was an incident at Giant earlier today when there was no patrol.

The Chief reported the Flock Safety System is not yet fully operational. There are two cameras installed that are not fully operational, and three that are not yet installed. The live feed was not consistently running. He believes they will complete installation and fix the streaming issues

this week. Flock Safety has agreed to extend the trial period to February 23<sup>rd</sup>. A wheel theft was caught on camera, though the license plate had been removed from the car. The wheels were later found on Facebook Marketplace.

He reported on the statistics for November. There were four hundred sixteen calls for service, thirty-two traffic stops, and two hundred twenty-eight patrols.

Beginning January 1<sup>st</sup>, the police department will initiate a new shift that provides coverage from 7:30 PM to 3:30 AM. The shift will be run on a trial basis. This is in response to the Crofton Community Survey results, where residents commented they wish to have late-night and overnight police coverage in the community.

Chief Jett reported that there are currently two candidates for hire in progress. There is one other applicant who would require additional certification. The compliance class is a five-week program. The department is now using PoliceApp for new qualified applicants. They also help with advertising, background investigations, and pre-screening.

### **Committee Reports**

#### **Covenant Review Committee – Stephen Tull**

Stephen reported an unapproved shed on Peartree Court. The committee decided to send a good neighbor letter to the homeowner first, before issuing a violation. They have some ideas to propose to the homeowner to resolve the issue.

#### **Public Safety Committee – Brian Riley**

The next meeting will be scheduled for early March, so that the committee can review any data collected from the Flock Safety System and make any recommendations to the Board.

#### **Finance Committee – James Kitchin**

James has been coordinating with Jim on the FY27 Budget presentation at the General Membership meeting in January.

#### **Recreation Committee – Meredith Schramm**

Meredith reported that the Holiday Tree Lighting event was successful and well attended, noting an increase in attendance this year. Feedback on the event has been positive. They are working on two community paint night events and are scouting locations and determining dates.

The committee has scheduled a meeting on January 24<sup>th</sup> to discuss special events celebrating the U.S.'s 250th anniversary.

#### **Greater Crofton Council Liaison – Chuck See**

Chuck reported there are no announcements for upcoming GCC meetings at this time.

#### **Education and Civic Affairs – Chuck Cook**

Chuck was not present and did not provide a report.

## **Maintenance and Operations – Kitty Gross**

Kitty reported that she will be meeting with Martin this week regarding community projects.

Kitty asked the Board for a meeting to discuss the comments from the Crofton Community Survey. She would like to address some of the topics that residents have mentioned.

Kitty reported she has had requests from residents in her district on Mayfair Place about the removal of the barn, which is not located on CCA property. She was unable to find any contact information on who is responsible for the property. James said that it is owned by Crofton Manor HOA. There does not seem to be a way to contact them. James will check the county HOA list for a legal contact. He also suggests knocking on the doors of residents who are part of the HOA.

## **Planning and Zoning – John Sullivan**

John reported there seems to be activity for the strip mall in the median of Route 3 North.

Chuck See will see if he can get an update on this from the GCC.

The condominiums behind the IHOP located on Riedel Road and Route 3 North are paused at this time.

## **Citizen Comments**

Resident Louann Dobbs complained about the trailers and campers parked along Crofton Parkway. She feels they are a public safety risk. The Chief said he would follow up with the camper owner, who claimed she was selling the vehicle.

Ms. Dobbs asked why tractor-trailers are now allowed on Crofton Parkway, near North Forest apartments. The Chief explained that those vehicles are allowed under county regulations as long as they are under 10,000 Lbs.

She mentioned a broken-down car on three wheels that has been sitting for a year on Crofton Parkway near Harcourt Ave. This is an eyesore. The Chief added that the vehicle does have proper tags.

She complained about the Sea-Doo's, which are blocking sight for the entrance at Crawford Boulevard. The Chief is waiting on new signage from DPW that will prohibit parking there.

Anna commented that the only way to change the parking regulations is for the County Council to pass legislation. Unfortunately, we have tried this, and there was no interest in doing so. The Chief has spoken to council members on this issue many times. Martin suggested she attend the Coffee with Candidates event in January to discuss these concerns directly with council candidates.

Ms. Dobbs also mentioned that there are young members of the community who are not aware of the community meetings. There needs to be more advertising. She suggests listing them on the front page of the E-Advocate and Advocate. Anna added that there were new signs made and put up in the community. They had all been stolen.

Delegate Stuart Schmidt reported that Joselyn Peña-Melnyk of District 21 may soon be the Speaker of the House, which will be decided next Thursday.

He attended the District 33 Comptroller meeting, a small business round table that included sixteen businesses. The Comptroller's report was discussed, and streamlining small business systems was discussed.

He mentioned that AVFD has Christmas trees to donate to needy families.

He was involved with the young heroes presentation last week with Cpl. Gable. Awards were given to 5th-grade elementary school students. They will rerun this event in the spring.

The next legislative session begins on January 14<sup>th</sup>.

A District 33 night is scheduled for February 16<sup>th</sup>. Martin asked if he still wishes to have a Crofton-specific event. He is happy to do this and will offer some dates to Martin.

With no other questions or comments, the meeting was adjourned for an Executive Session to discuss personnel matters.

During the Executive Session, the Board unanimously approved increasing the employee annual leave carryover limit amount from 240 hours to 320 hours.

After discussion among Board members via email following the meeting, the CCA Vice President revised items F, G, and H of the Annual Leave policy as follows:

*F. Employees can carry over no more than 320 hours of unused annual leave from one leave year to the next.*

*G. During a calendar year an employee with three or more years of service may be granted an advance of annual leave for emergencies. Advances of annual leave will be approved by the Town Manager with the consent of the CCA Board of Directors.*

*H. An employee shall be paid for a maximum of 320 hours of annual leave earned but not taken at the time the employee leaves the service of the CSCBD. All hours in excess of 320 shall be forfeited.*

The board approved the revision via email on December 17, 2025.

The Board also approved via email on December 23, 2025, a change to the start time for Nighttime Differential Pay for Crofton Police officers (effective 1/4/26) from 11:00 PM to 9:00 PM.

*Meeting minutes completed by Tara Gottschalck, Administrative Assistant (January 2, 2026)*