



**CROFTON CIVIC ASSOCIATION  
GENERAL MEMBERSHIP AND BOARD MEETING  
Library Media Center, Crofton Elementary School  
September 16, 2024 – 7:30 PM**

**Present:**

**Board Members:** Anna O’Kelly, Brian Riley, James Kitchin, Daria DeLizio, Charles See, Stephen Tull, Rob Kendall, and Hal Sheldon.

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

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

**Announcements by President Anna O’Kelly:**

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

Crofton Summer Farmers Market continues Saturdays through October from 8:00 AM to 12:00 PM at the Crofton Library. The market features local and regional foods, crafts, and artwork. See [Croftonfarmersmarket.com](http://Croftonfarmersmarket.com) for details.

The Crofton Chili Cook-Off will be hosted by the Crofton Kiwanis, the Crofton Civic Association, and the Crofton Farmers' Market is scheduled for Saturday, October 19th, from 10:00 AM to Noon. If you want to enter a pot of chili in the contest, participant registration is free. Please visit [croftoncommunity.org](http://croftoncommunity.org) to register by 4:00 PM on October 14<sup>th</sup>.

The Crofton Chamber of Commerce presents Fall Festival on the Green Saturday, September 21<sup>st</sup> from 10:00 AM to 3:00 PM at the Crofton Country Club. There will be music, food trucks, crafts, kid’s activities, and many local vendors. The CCA and the Crofton Police Department will be there so please stop by and say hello.

On October 5th the CCA’s 9th Annual Crofton Dog Show starts at 1:30 PM at the Village Green. This event coincides with the Higgins Pet Fair that runs from 11:00 AM to 4:00 PM at the same location. You may sign up your dog to compete in various events, including a dog pie eating contest, where winning dogs will be awarded medals and prizes. The Higgins Pet Fair runs from 11:00 AM to 4:00 PM. Please see [Croftoncommunity.org](http://Croftoncommunity.org) for registration. This is a free, family friendly event.

On October 8<sup>th</sup>, the Greater Crofton Chamber of Commerce presents A Taste of Crofton – a Crofton 60<sup>th</sup> Anniversary event. This popular event will be held at the Crofton Country Club from 5:30 PM to 8:30 PM and features a sampling of various foods and desserts from local area restaurants. There will be music, and door prizes. Tickets are \$30 and can be purchased through our website at [croftoncommunity.org](http://croftoncommunity.org).

Citizen of the Year 2024 - Every year the Crofton Civic Association recognizes people that have made an impact in our community through the Crofton Citizen of the Year award. Any resident of the Crofton SCBD may nominate a neighbor or friend that they believe should be recognized. All nominations are due by Friday, October 11<sup>th</sup>. The Board will review all the applications and select one winner at the October 14<sup>th</sup> CCA Board Meeting. The award will be presented at the annual Community Awards Banquet hosted by the Greater Crofton Chamber of Commerce on Tuesday November 5<sup>th</sup>. You may nominate a candidate by filling out the form on our website at [croftoncommunity.org](http://croftoncommunity.org). The candidate must also be a resident of the tax district.

CSCBD & CCA Budget Meetings will be held on Monday evenings at 7:00 PM at the Library Media Center at Crofton Elementary School. The meeting schedule is as follows:

- October 7<sup>th</sup> (Maintenance & Operations and Administration Budgets)
- October 14<sup>th</sup> This will be a combined Board meeting and budget meeting – (Public Safety and Recreation Budgets)
- October 21<sup>st</sup> (Overhead & CCA Budgets)

The remaining Board meetings for the rest of the year are scheduled for November 18<sup>th</sup>, and December 9<sup>th</sup>. All meetings will be held at the Library Media Center at Crofton Elementary School.

The Annual Crofton Kiwanis and CCA Halloween Parade and Party is scheduled for Saturday, October 26<sup>th</sup>. The parade will line up at 10:30 AM, and begin at 11:00 AM at the Crofton Country Club, travelling along Crofton Parkway to Crofton Elementary School on Duke of Kent Drive. There will be an after party immediately following the parade at Town Hall's backyard. There will be a story telling witch, treats, and make and take crafts. The Kiwanis costume contest winners will be announced at the party.

On October 26<sup>th</sup>, the 60<sup>th</sup> Anniversary Committee will host "Crotoberfest" at the Crofton Country Club. We'll have live music by the Polka Terps, a German buffet with traditional food like Bratwurst, Knockwurst, Roasted Vegetables, and Potato Salad, German Beer, and Soft Pretzels. Dessert will include home-made cupcakes by Sugar Butter Love. We'll have two contests that night: Pretzel Eating and Beer Pitcher Holding with trophies going to the winners! This was a great event ten years ago for our 50<sup>th</sup> Anniversary, so it should be just as fun this time around! Tickets are just \$40 per person (adults only) and are available through our website at [croftoncommunity.org](http://croftoncommunity.org). We only have room for 200 this year, so don't delay!

Crofton Library Events, 1681 Riedel Road, Crofton. For details visit their website at

<https://www.aacpl.net/> Some special events:

- September 17, 6:30 PM – 7:00 PM, Bibliobop Dance Party
- September 19, 4:15 PM – 5:15 PM, Book Buddies: Weird But True! Series
- September 21, 28, 10:00 AM – 1:00 PM, Plant Clinic: Ask a Master Gardiner
- September 21, 10:30 AM – 11:00 AM, Spanish Bilingual Storytime
- September 23, 5:30 PM – 7:30 PM, Build and Play Challenge, 5:30 PM – 7:30 PM.
- September 30, 6:00 PM – 8:00 PM, Crofton House Plant Club
- October 7, 6:00 PM – 7:30 PM, Estate Planning Essentials

- October 5, 12, 10:00 AM – 1:00 PM, Plant Clinic: Ask a Master Gardiner
- October 10, 2:00 PM – 3:00 PM, Adult Book Club: This Time Tomorrow
- October 17, Closed for General Staff Meeting
- October 19, 10:30 AM – 11:00 AM, Fungi Friends Storytime!
- October 21, 10:30 AM – 11:30 AM, Chair Yoga for Beginners
- October 21, 6:00 PM – 8:00 PM, Crofton House Plant Club
- October 22, 5:30 PM – 7:00 PM, Haunted Laboratory: Halloween Science

### **Guest Speaker –**

Anna introduced guest speaker, Nasrin Dahlgren, Senior Project Manager, Bureau of Watershed Protection and Restoration, Anne Arundel County Department of Public Works.

Sally Albright, Education and Outreach Coordinator, was also in attendance.

Ms. Dahlgren provided a presentation on the Crofton Golf Stream (Beaver Creek) Restoration Project, including an update of phase one, and the upcoming steps of phase two.

The mission of Watershed Protection and Restoration is to address sediment and nitrogen and phosphorus run off pollution that impairs waterways throughout the county, such as the Little Patuxent River that runs into the Chesapeake Bay.

This project uses the valley stream restoration method, which slows the water down so that it can be absorbed by the ground, filtering out pollutants so that they are not deposited into the bay. It also restores ecosystems that are otherwise washed away by storm water runoff due to development.

There are several of these valley restoration projects nearby in the county: Chapelgate Drive Outfall and Stream Restoration, Waugh Chapel Road Pond Retrofit, Four Seasons Outfall Restoration, Ruppert Ravine Restoration, Crofton Library Pond Retrofit, Crofton Tributary Restoration, Rochester Court Pond Retrofit.

Phase one is identified as the area from Davidsonville Road to Crofton Parkway. This area measures 1,329 acres of drainage area. Thirty percent of the area is impervious (rooftops, sidewalks, lawns). The pre-restoration conditions identified were impaired-sediment, variants in channel size, and places where the water was unable to access the floodplain. Four to five feet of channel erosion and over-sediment was found. Construction took place over the summer and is now completed. Woody debris anchored by rocks from the site was used. It will break down over time adding carbon to the system. Photos shown before and after construction show that seed grass is germinating. The area has been seeded with a specific blend of plantings that will survive flood plain conditions. The plantings consist of herbaceous plants such as ferns, lizards' tail, golden club, pickerel weed, which are all native plantings. There are plans to add bald cypress, which is also able to withstand flood plain conditions.

Phase two is identified as the downstream area from Crofton Parkway to Route 3. The location is behind the townhomes on Walleye Drive. The impairments identified are exposed sewars, with more than eight feet of erosion. The eroding meander of the stream is very close to a utility pole. This phase involves raising the elevation of the channel to the appropriate grade which will establish flood plain connectivity. Structures are then placed within the valley to create stability, slowing water down by

creating additional wetlands within its intended floodplain. The CCA property has an established flood plain. The project has submitted federal and state permits as well as county grade permits. Once permits are obtained the project is assigned to qualified contractors. This process takes an additional six months. They are hoping to have construction scheduled for fall 2025. The construction takes approximately four months and is weather dependent.

A resident mentioned that the Crofton Country Club does not wish to participate in the project and expressed concern of inhibiting the project. Ms. Dahlgren commented if the Country Club does not participate, the project would remain outside of that area. The culverts around that segment can subvert that area. The remainder of the area is located behind the townhouses of Walleye Drive. Large rocks at grade will create pools that will widen the stream corridor. There is continued monitoring of stability and vegetation management of these projects for three years, then every five years after completion. The goal is to create a balanced ecosystem. The presentation included before and after photos of past award-winning projects by Anne Arundel County. The Best Urban BMP Bay Award (BUBBA) is awarded by the Chesapeake Stormwater Network.

Ms. Dahlgren mentioned the partnership for education opportunities with Arlington Echo for lessons with high school and middle school students who learn about watershed protection and get involved in planting. They also provide other community outreach and offer tours for area residents.

A resident commented that the county could have met the objective by leaving a 30-foot buffer at the end, closest to Davidsonville Road. Those trees were a natural sound and wind breaker. Ms. Dahlgren made note of this.

A resident questioned how increasing the flood plain by five or six times the original size would return it to its original state. Ms. Dahlgren responded that the flood plains are restored to the way it should be or was before development, including the removal of invasive plants. This provides long term resiliency for the flood plain. He also questioned the safety and quality of the increased amount of still water that is there now. Ms. Dahlgren explained that this is intentional to slow and filtrate the water before it runs into the Little Patuxent and the Chesapeake Bay.

A resident asked about the expansion of state roads such as Route 3, if there are approvals needed from Planning and Zoning, which will route through the Watershed Bureau. Ms. Dahlgren said yes, Planning and Zoning has the information of all valley stream restoration projects.

Ms. Dahlgren left her information to contact her with any additional questions. Martin mentioned that the drawings provided will be on display at Town Hall for anyone who wishes to review them.

Sally Albright announced the watershed walk scheduled for tomorrow is full, however, she is happy to organize a tour for the community. She will contact Martin if others are interested.

### **Approval of Minutes** –

The minutes from the CCA Board meeting on July 15, 2024, require approval. There were no additional comments or revisions needed for these previously distributed minutes. The minutes were filed.

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

Martin reported that the Crofton Pie Bake-off, National Night Out, Crofton Night at the Bowie Baysox, and the Ice Cream Social and Teen Skate Night yesterday were all very successful events. He thanked Town Hall staff, the Crofton 60<sup>th</sup> Anniversary Committee, and Board members for their assistance at all events.

The ribbon cutting ceremony for the completed rebuilding of Hardy Field playground took place on September 7<sup>th</sup>. Representatives of Rebuilding Together Anne Arundel County who arranged the \$95,000.00 grant to make this possible were present, as well as Eagle Scout Peter Almoguera who refurbished a picnic table and two benches. Residents have expressed gratitude to Town Hall for the project including the new ADA compliant pathway.

The park restoration projects for Swann and Willows Park are in progress. The steps for obtaining the bond are in progress. There is an agreement which needs to be secured with the Crofton Country Club with regards to the property line of Swann Park. There may be a need to move or increase the lighting in both parks. Martin will continue to report on the progress of this project.

CCA and the CAC have split costs for the garage at Hardy Field that required an upgrade with a new roof and siding. The cost savings for the tax district is approximately \$7,000.00. On October 3<sup>rd</sup> a new water line will be installed from Farlow Avenue so that the field can be watered. The CAC is paying for this. Our landscapers will install turf grass along the ADA path.

Martin and Anna will be meeting with the owners of the landscaping company regarding the pruning preferences of the plantings at the front entrance, and the trimming back schedule of Lake Louise, and a redesign of the plant bed at Crofton Parkway and Swinburne Avenue. The meeting is scheduled for 1:00 PM on September 24<sup>th</sup>.

Martin reported that he has confirmed the landscape contract which will not have a change in cost for five years, which carries through to 2027.

Martin provided a report of police overtime. There was a total of 11 hours of regular over time used for late calls and background investigating for the new officer. Flex time will continue to be used for special events reducing the amount of overtime hours needed.

Martin announced the CCA follows Anne Arundel County guidelines regarding political signage. No signs of any kind are allowed in county rights-of-way which includes curb lawns. No signs are allowed in common areas. Political signs must be removed no later than seven days after the conclusion of the election.

Martin has proposed an AARP presentation by an attorney on How to Avoid Fraud and Identity Theft. This is a free fifty-minute power point presentation. He would like to find a venue in the community. The Board agreed to host this presentation.

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

Jim handed out his report to board members. He distributed notes on budget requests he has received from committee members. He will begin building the budget this week and will have a first draft in the next 7-10 days.

Jim reported that the audit was successfully completed and passed and tax returns for the CCA have been completed. A new laptop was purchased for the police department. This purchase was within the current budget.

Jim reported that Eric Redding officially resigned on August 26<sup>th</sup>. He reported that all staff are required to complete a code of ethics training program from Anne Arundel County. James Kitchin will verify if Board members are required to participate.

The two License Plate Readers (LPR) that were purchased were permanently on delay from the supplying company, so the order has been cancelled and refunded. They will be reordered from a new company used by county police by the end of this fiscal year.

A \$100.00 donation to the police department was received from residents Bonnie and Ron Roth. This was placed in the CCA police equipment reserve fund.

Jim reported that he is looking into moving payroll processing from ADP to Buddy Punch. This will save us money and will allow us to link our time management records directly to payroll, without manual entry. QuickBooks Pro is removing their desktop version in the U.S. To preserve our records without the high cost of transferring to another platform, we will move to QuickBooks Enterprise in next few months and once that is complete, we can then switch our payroll processing to Buddy Punch. The savings in payroll processing using Buddy Punch will offset the increased cost of moving to QuickBooks Enterprise.

Jim reported on social media and other events. The thirty social media posts put out in the last thirty days have reached six thousand people across our social media platforms. The email open rate is at 58%.

There were seventy-eight attendees for the Teen Skate Night. There were about three hundred participants at Cub Fest. The 60<sup>th</sup> Anniversary Committee has decided to cancel the Homecoming reception, as a Crofton documentary movie that was supposed to be the feature of the event has been postponed. The committee instead will use funds raised throughout the year to reduce the price of Croftoberfest tickets. The committee has proposed informal meet-ups at local area restaurants in lieu of the Homecoming Reception. They are investigating restaurants that may be interested in hosting such as Harvest Time, Ashling, and Molloy's. The upcoming Chili Cook-Off event has eight registrants so far. Twelve dogs are signed up for the Crofton Dog Show and Pet Fair. He stressed that the Croftoberfest and Taste of Crofton are popular events that will sell out quickly and encouraged people to get their tickets soon.

## **Committee Reports**

### **Planning & Zoning** – *Marsha Perry*

Marsha was absent from the meeting. Pat Huecker provided a report. Pat congratulated the CCA on having a representative on the Stakeholder Advisory Committee of Anne Arundel County.

Pat reported on a new project on the corner of Riedel Road and Route 3 North behind the Ihop and 7-Eleven. There are two parcels originally zoned as commercial that were to be a retail space and a restaurant. There is now a proposal from the developers to build two four-story condominiums on those parcels, each with twenty-four units. There was a well-attended preliminary meeting last week. The largest concern raised was the Adequate Public Facilities (APF) for traffic. It was reported there was no need for a traffic study because there would be a lesser impact from residential properties than from the original commercial. In addition, there is no need for a new traffic study because the original that was done in 2004 is valid today. The second concern was the APF for schools. While adequate public facilities are not needed for commercial spaces, they are necessary for residential. In response it was announced that it will be an over-55 age-restricted property, and therefore no need for APF for schools. Pat pointed out that there was no identification of age restriction in the submitted plans, nor do the plans show any elevators on these four-story walk ups.

The message went out to residents within 300 feet. Most of the surrounding residents are commercial; BGE, and the firehouse. Only five houses were notified. The residents of Briar Farms are organizing. The Riedel Road committee is also concerned as this will add additional traffic impacting road safety. Pat will keep an eye on this.

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

Brian reported that he and Chief Jett and Jim and Martin had a successful preliminary meeting on budget requests in preparation for the Public Safety budget meeting on October 14<sup>th</sup>.

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

James reported the Finance Committee met and reviewed the budget for next year. They asked Jim to put together short-term investment options for the money received for the county easement for the property at the front entrance. New expenses will be reflected in the next budget for unemployment and worker's compensation insurance, which is going up. They will explore options for budgeting an increase of employee life insurance, currently at \$50,000.00, which is low and has not been adjusted for several years. There will also be an increase in costs for the new state paid family medical leave requirements.

### **Recreation Committee** – *Daria DeLizio*

Daria reported the Recreation Committee met with Jim and Martin regarding next year's budget. She reported that the Ice Cream Social had a great turnout with many volunteers.

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

Chuck reported the next GCC meeting is scheduled for Tuesday November 12<sup>th</sup> from 5:00 PM to 7:30 PM at the Waugh Chapel Community Center. This is an open public meeting by the State Highway Administrations Office of Preliminary Engineering. The topic of discussion will be Maryland Route 3, between Route 175 and Waugh Chapel Road. Chuck will be in attendance. James will verify if this meeting is the 30% Design presentation. SHA is to present the design to the community after 30% of the plans are completed, to evaluate the design and illicit feedback. Martin mentioned that Allison O’Brien, Chief of Staff for Senator Gile, is in attendance this evening.

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

Stephen reported there were no covenant submissions reported this month.

**Maintenance and Operations** – *Rob Kendall*

Rob thanked Martin for moving along with the current park projects. He met with Martin and Jim regarding the budget. He discussed long term upkeep projects for all three parks.

**Education Committee** – *Hal Sheldon*

Hal reported on local school activities.

Crofton Woods Elementary School:

Picture day September 18<sup>th</sup>.

Skate Night September 19<sup>th</sup>.

Ledo’s Fundraiser on October 1<sup>st</sup>

Monster Mash October 14<sup>th</sup>

Skate Night October 17th

Book Fair October 21<sup>st</sup> through 25<sup>th</sup>.

Crofton Middle School:

Picture day October 2nd

Crofton High School:

13 Marching Bands September 21st at 4:00 PM. Tickets are \$10.

College Visits are scheduled for this week. Colleges will give presentations to the high school to interested students.

**Police Chief Report** – *Chief Jason Jett*

Chief Jett reported the Crofton Police Department will be at full staff soon. A former Anne Arundel County officer with thirty years of experience will join the department on October 1<sup>st</sup>. After two weeks of completed field training he will be on patrol in the community. He will introduce the new officer at the Board meeting in October.

The Chief reported on the new parking regulations on Crofton Parkway from Duke of Kent Drive to Dryden Way. DPW has posted the new signage and some vehicles have been moved. The remaining two recreations vehicles have an extended grace period until October. The owners are out of town but have been made aware of the new parking rules. Chief Jett mentioned that the time for the parking



will eventually be revised since 2:00 PM to 3:00 PM is during school release and is where parents park to pick up students.

Chief Jett reported statistics for July and August. There were 1,109 calls for service, 192 traffic stops, and 633 patrol checks.

The Chief reported on crime in the community. Theft from autos have continued. He reminded residents to lock their vehicles and secure their belongings. He reported on the rape-robbery call in the "A" section of the community. Sgt. Sims was the responding officer and found no evidence of any crime. He reported on the bomb threat that occurred on Layton Street. The family had in the past constructed their own small snapper fireworks that use gunpowder but is not illegal. They contacted the fire department for assistance in disposing of the materials. While some of the materials are explosive, there was no criminal or nefarious activity.

He mentioned community feedback in support of speed enforcement in the community. There was much support from residents, 800 commenting on a recent Facebook post showing a traffic stop by Cpl. Gable. The Chief added that when initially created, the profile which wasn't used very much has now grown from 1,800 to 4,000 followers under his leadership. He stated that his intention once he has taken over as Chief was to increase community engagement. Since the first of the year the CPD has completed 650 traffic stops, issuing warnings, citations, and DUI's.

The Chief announced the 2<sup>nd</sup> Annual Trunk-Or-Treat has been scheduled for Saturday, October 19<sup>th</sup> from 6:00 PM to 8:00 PM at the Crofton Village Green. There are thirty local businesses participating.

The Chief invited anyone interested to go on a Ride-Along with police. Hal did this recently with Ofc. Carrier. The Chief also offered a tour of the police department.

The Chief reported he has met with Brian, Jim, and Martin regarding the FY2026 budget. They discussed short- and long-term goals of the police department. He presented his ideas on how the police department can continue to meet the needs of the community.

### **Citizen Questions or 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, Administrative Assistant (September 26 , 2024)*