



**CROFTON CIVIC ASSOCIATION
BOARD MEETING**

**Library Media Center, Crofton Elementary School
December 9, 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, Tara Gottschalck.

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

Announcements:

The Crofton Winter Farmers’ Market continues through April 26th on certain Saturdays from 9:00 AM to 1:00 PM at the Crofton Library. The market features local and regional foods, crafts, and artwork. See Croftonfarmersmarket.com for details. The market will be open next on December 21st, January 4th and 18th.

Toy Drive - Lighthouse Insurance and Small Business Advisors are collecting new, unwrapped toys for their annual holiday toy drive. Toys will be delivered to Children's National Medical Center and St. Vincent's for Christmas. Toys may be dropped off at 1119 St RT 3 N Unit 210, Gambrills, MD. Donations will be accepted through December 19th.

Toys for Tots – Central Turf and Irrigation Supply is accepting toy donations for the Marine Corps’ Toys for Tots Foundation to help bring toys to children in need during the holiday season. Toys can be dropped off during office hours, Monday through Friday, 7:00 AM to 4:00 PM. Central Turf and Irrigation Supply is located at 2431 Crofton Lane, Unit 9, Crofton. They will be accepting toy donations through December 13th.

Christmas Tree Sale – The annual Arundel Volunteer Fire Department Christmas tree sale offers the most popular live trees in a variety of sizes, from tabletop four-foot trees to ten foot grand statements. The selection includes Fraser Firs, Canaan Firs, and Douglas Fir trees. The lot is open every weekday from 6:00 PM to 9:00 PM and is open on Saturdays and Sundays from 10:00 AM to 9:00 PM. All proceeds benefit the Arundel Volunteer Fire Department.

Cookie Walk - The United Methodist Church will hold its annual Cookie Walk on Saturday, December 14th from 9:00 AM to 1:00 PM. Church volunteers bake dozens of beautiful and assorted homemade Christmas cookies and sell them by the pound. When customers arrive, they receive their own cookie box and a pair of gloves then proceed to choose their own cookie selections.

Proceeds benefit the missions and ministries of Community UMC. Interested in making cookies or helping? Visit <https://cumc.net/cookie-walk/> for more information.

Light Up Crofton 2024 – The 5th annual Light Up Crofton, which is organized by BSA Troop 758, will be held on Sunday, December 15th, when Crofton neighborhoods are transformed into a beautiful winter community! Be part of this community tradition of lighting up our neighborhoods with candle luminary kits sold by Troop 758. Each kit contains supplies for 10 luminaries: 10 white bags & 2” votive candles, sand, and instructions. Participating families line the curb in front of their homes, stairs, driveways, and walkways. This event benefits the Scout Troop. They also accept donations to place luminaries in common areas (neighborhood entrances, etc.). Visit <https://bit.ly/4fOzTGw> for pricing and to reserve your luminary kits. If you have questions, please email LightUpCrofton@gmail.com.

December 15, 2024, 4:30 to 8:30 PM, Historic Linthicum Walks presents “The Walks by Candlelight.” Step into the warmth of a bygone era this holiday season and experience the magic of Christmas past at Historic Linthicum Walks. Wander through beautifully decorated rooms, each aglow with the soft flicker of candlelight, as you discover the history and charm of these festive traditions. Enjoy a light fare, delicious holiday treats and wine as you soak in the atmosphere of this enchanting home. Bring your loved ones, make new memories, and celebrate the season in a place where history and holiday cheer come together in perfect harmony. Tickets are \$25.00 per person; reservations are required, and tickets may be purchased at Historiclinthicumwalks.org.

Wreath Making – The Greater Crofton Chamber of Commerce Women’s Professional Network presents A Wreath Making event on December 16th at 6:00 PM at the Kaleidoscope Workshop located at 3600 Soloman’s Island Road, Edgewater. Stunning wreaths will be created using faux magnolia leaves, pine branches, and berry leaves. Bring your own drinks and snacks and network with other professional women in the Chamber. Tickets are \$40 per person and may be purchased at croftonchamber.com.

The next CCA General Membership and Board Meeting is scheduled for Monday January 13th at 7:00 PM here at the Library Media Center at Crofton Elementary School. All residents of the Crofton Special Community Benefit District are invited to attend. CCA Treasurer James Kitchin will present the FY26 budgets for the CCA and the Crofton SCBD and will be available, along with Town Hall staff, to answer questions.

Town Hall is closed on December 25th for Christmas Day, and January 1st for New Year’s Day.

Crofton Woods Elementary School presents its holiday choral concert on Thursday, December 12th starting at 7:00 PM at Crofton Woods Elementary School.

Crofton Middle School & Crofton High School Combined Jazz Band Concert will perform at 7:00 PM, Monday, December 16th at the Crofton High School auditorium.

The Crofton High School Chorus will perform at 7:00 PM, Tuesday, December 17th at the Crofton High School auditorium.

The Crofton High School Orchestra will perform at 7:00 PM Wednesday, December 18th at the Crofton High School auditorium.

The Crofton High School Band will perform at 7:00 PM Thursday, December 19th at the Crofton High School auditorium.

The Crofton Middle School band and strings will be performing holiday favorites. Wednesday, January 15th, starting at 7:00 PM at the Crofton High School auditorium.

The Crofton Library will re-open on December 30th. It has been closed since November 18th. Library Events highlights: (see full schedule at aacpl.net)

December 31, 11:30 AM – 12:30 PM, 1,000 Books Ball! Noon Year's Eve (Ages 0-5)

January 4, 2:00 PM – 4:00 PM: Make a Vision Board, Ages 11 and up and adults

January 6, 10:30 AM to 11:30 AM, Beginner Yoga, Ages 11 up and adults

January 6, 5:30 PM – 7:30 PM, Who Would Win Animal Smackdown, ages 6-10

January 9, 2:00 PM to 3:00 PM, Adult Book Club: James McBride's *The Heaven and the Earth*
Grocery Store

January 11, 10:30 AM – 11:00 AM, Family Storytime, Ages 0-5

January 13, 12:00 PM – 2:00 PM, Homeschool Lunch and Recess, ages 0-5

Approval of Minutes –

The minutes of the last Board meeting of November 18th have not been completed. They will be approved at the next Board and General Membership meeting scheduled for January 13th.

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

Martin reported the CCA annual Holiday Tree Lighting and visit with Santa at the Crofton Country Club was well attended. There was \$183.00 collected for the Arundel Volunteer Fire Department. AVFD arrived with half dozen vehicles, along with three Crofton Police Department vehicles. Martin thanked the Crofton Country Club, Kathy Lavin, and all volunteers.

On December 16th at 7:00 PM, the AVFD will begin its annual Santa tour. On night one Santa will tour the Crofton community. We have posted the tour information with maps to our social media and community listserv.

Martin announced the 2nd annual "Ghosts of Christmas Crofton" flatbed caroling band will perform on December 21st at 7:00 PM. The police will escort the vehicle as it travels around Crofton Parkway and Urby Drive. Rain or snow date is 12/22/24.

The recently refurbished Santa that appeared at the Crofton 60th Anniversary Croftoberfest has been installed and lit in front of Town Hall, as well as the large wreath donated by resident Jane McClanahan and the Crofton Village Garden Club.

Martin reported that the December Advocate will be mailed out next week and should arrive before Christmas. It contains the FY26 approved budgets for the tax district and the CCA.

Martin provided the monthly police overtime report. There was no police overtime used this month. Flex time was used to cover special events.

Comptroller's Report – *James Harvey*

Jim circulated his report to Board members. He reported we have received our payment from the county. A check in the amount of \$895,400 was received. This was \$7,000 more than expected.

Jim reported a dividend check was received in the amount of \$727.34 from Selective Insurance, from FY23. This will be posted against the General Liability Insurance Expense account to help offset this year's expenses.

Chesapeake Employers Insurance Company (CEIC) has completed its workers compensation insurance audit. They have reclassified Kathy's position as "municipal services" which will be a higher rate. They have reclassified Martin from municipal to "construction inspection" a category that falls between municipal and clerical services which is priced at a slightly lower rate. With the inclusion of Ofc. Utzig, CEIC billed us for adjustments to last year's policy and the new FY25 as well for just over \$10,000, which was sent in today.

The current CCA auditor, Bo Houle, referred us to a new auditor who works for Cape St. Claire, a special community tax district. Jim has forwarded them our last budget for reference, and they will get back to us on the pricing. This week Jim will canvas the top twelve special tax districts for new auditors. He will also begin the payroll movement process from ADP Run to Buddy Punch Payroll.

Jim reported the Finance Committee met on December 4th. The committee decided to move the \$100,000.00 the CCA received from the county forestry easement from Sandy Spring Bank to a Charles Schwab account for a higher return. \$25,000 will be moved to a 3-month CD, and \$75,000 will be moved to a 12-month CD.

Jim reported on the copier replacement project. C&C Copier provided a lease that is \$43.00 more per month than we currently pay, totaling \$250/month, over sixty three months that would cost \$15,000. If purchased, the amount is closer to \$10,000. The other quote received was approximately \$8,900. These prices will have to be reconfirmed next year as we get closer to the ending of the current contract in March of 2026.

Jim reported our social media has been focused on holiday events and the number of posts is down overall, after the 60th Anniversary program concluded. The December E-Advocate has been completed and has a new advertiser to replace Window Genie. All other advertisers have renewed. This edition announced the Cherry Blossom Festival that is scheduled for Saturday March 22nd, including a call for participants.

Jim reported that Bartlett Tree Experts have confirmed that they will continue to support the Crofton Salutes Our Heroes Program for 2025 which will be announced in the January E-Advocate. New banners will be installed in the Spring just prior to the Armed Forces/First Responders Parade on May 10th.

Police Chief's Report – *Chief Jason Jett*

Martin presented a report for Chief Jett in his absence. The Chief apologized for his absence due to equipment training for all police department staff.

The Chief reported the posting of holiday safety tips in the newsletter and on their social media accounts. The holidays usually come with a rise in criminal activity. Package thefts are common this time of year. He reminded attendees of holiday celebrations to have a designated driver if they intend to consume alcoholic beverages. DUI's are costly and can be deadly so please celebrate responsibly.

The Chief reported on November statistics. There were 393 calls for service, 235 patrol checks, and 81 traffic enforcements.

Sgt. Sims has partnered with Voung's Martial Arts to create a women's self-defense seminar scheduled for December 17th from 6:00 PM to 7:00 PM. Vuong's is located at 1117 Route 3 North, Gambrills. This is a free event.

On December 7th Ofc. Utzig represented the Crofton Police Department in this year's Shop with a Cop program. This program allows an officer to take a child gift shopping. It is offered to children and families who do not have the ability to purchase gifts for their families.

The Chief provided the following message: As of December 21st, I will have served as Chief of the Crofton Police Department for one year. I am again grateful for the opportunity to serve as your Chief of Police. We have made great strides establishing a professional work environment. We have a fully staffed police department filled with many years of experience to better serve the needs of our community. We look forward to the new year ahead and will continue our professional approach and continue to expand upon better ways to perform our duties as law enforcement officers. Thank you, and I wish you all a very merry Christmas and a prosperous New Year.

Committee Reports

Public Safety Committee – *Brian Riley*

Brian had nothing to report.

Finance Committee – *James Kitchin*

James reported that the finance committee met on December 4th. The main discussion was what to do with the \$100,000 received from the county for the forestry easement. The

committee decided to split the funds and place them into two separate high yield CD's. \$25,000 will be placed in a three month CD. The remaining \$75,000 will be placed into a twelve month CD at a higher interest rate.

James discussed his suggestion to use the funds to transform the county property adjacent to Swann Park into a bike park. The county investigated this last year and thought it could be done if the properties were combined. He met with representatives from the Family Bike Shop who were responsible for the construction of the Bacon Ridge trails. The county lawyers investigated MOU's necessary, and the people from the bike shop proposed designing plans which would cost about \$5,000. The county did not have the money to move forward at that time. If the CCA is interested in pursuing this, we can have a design plan created. James believes there is space for a mile long loop to be constructed. It would be an improvement on what is currently there, making it safe. Rob would like to investigate this. James explained the trails would be maintained by volunteers. James will make the necessary inquiries.

Recreation Committee – *Daria DeLizio*

Daria had nothing to report.

Greater Crofton Council Liaison – *Chuck See*

Chuck reported the November 12th GCC meeting on the Route 3 presentation by SHA was postponed until February 2025. The date has not been decided yet.

Maintenance and Operations – *Rob Kendall*

Rob had nothing to report.

Education Committee – *Hal Sheldon*

Hal reported on local school events. Anne Arundel County schools will dismiss two hours early on December 10th. All schools are closed from December 23rd to January 1st for winter break. January 16th and 17th will dismiss two hours early.

Crofton Woods Elementary School:

January 7th, PTA meeting from 6:00 PM to 7:00 PM.

January 7th is Ledo's Pizza night from 4:00 PM to 9:00 PM.

Crofton Elementary School:

December 7th is Winterfest from 5:00 PM to 7:00 PM.

December 13th is Skate Night at Skate Zone from 5:00 PM to 7:00 PM. Admission and Skate rentals at \$5.00 each.

Crofton Elementary School was awarded a grant from the National PTA for a STEM program.

Arundel High School:

Arundel High School Wildcats won their state football championship defeating Linganore, 35-7. The last time they won was 1975.

Covenant Review Committee – *Stephen Tull*

Stephen was not present for this meeting and did not provide a report.

Other Business –

Anna announced that Marsha Perry submitted her resignation from the Board, which was accepted. This leaves the position of Vice President open. District 3 representative Stephen Tull has expressed interest in the position. He is a viable candidate. He is a retiree and therefore has time to devote to the position. He serves on the Finance Committee and is very knowledgeable of the CCA and CSCBD budgets. The Vice President is responsible for reviewing both budgets.

Daria motioned to nominate Stephen Tull to the Vice President position. James seconded. The motion passed unanimously.

This leaves the District 3 Director position open. Anna asked for suggestions for a candidate to fill the position within thirty days. Voting will be held in January.

Anna announced a temporary Bylaws Committee is being convened to look at any revisions that may be necessary to our current bylaws. The revisions would be presented to the board in March, with April used for making additional changes. Completed revisions will be presented to the community in May.

With no other business to discuss, the meeting was adjourned for an Executive Session to discuss personnel/legal matters.

Meeting minutes completed by Tara Gottschalck, Administrative Assistant (December 17, 2024)

MS/JH/JJ(tg)