

**CROFTON CIVIC ASSOCIATION  
GENERAL MEMBERSHIP and BOARD MEETING  
First Baptist Church, Crofton  
September 12, 2022 – 7:30 PM**

**Present:**

**Board Members:** Anna O’Kelly, Marsha Perry, Brian Riley, Renee Speer, Daria DeLizio, Charles See, Stephen Tull, Robert Kendall, Hal Sheldon.

**Staff:** Martin H. Simon, James Harvey, Chief Earl Fox, Cpl. Jason Jett, Ofc. John Sims, Tara Gottschalck.

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

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

Anna announced that this meeting is being recorded in order to assist the Secretary with transcribing the minutes.

The Ice Cream Social has been moved to September 25, 2022 from 2:00 PM to 4:00 PM due to weather. The backyard of Town Hall will feature a bounce house, balloon twisters, face painting, and a petting zoo. This is a free outdoor event.

Anna announced the new staff members at Town Hall. Martin Simon was hired as CCA Town Manager beginning on June 3, 2022. James Harvey was hired as CCA Comptroller beginning July 20, 2022. Keith Banks was hired as CCA Maintenance Technician on August 26, 2022.

The Greater Crofton Chamber of Commerce will host Fall Festival on the Green on Saturday October 1, 2022 from 10:00 AM – 4:00 PM, at the Crofton Country Club. The CCA will have a tent for community outreach. Crofton Police officers will be present giving tours of our squad cars for the children. Any Board members wishing to help out with staffing at this event please contact Martin.

Higgins and Friends Pet Fair and Crofton Dog Show will take place on October 8, 2022, from 11:00 AM – 4:00 PM, at the Village Green. Registration is free. There will be judged events for prizes and a dog pie eating contest. This is a family friendly event. Additional information may be found at [Higginsandfriends.com](http://Higginsandfriends.com).

Arundel Volunteer Fire House Station 7 will be hosting an open house on October 8, 2022, from 10:00 AM – 3:00 PM. Children can get up close to the fire trucks, while adults can show support to our essential First Responders.

The Crofton Kiwanis will host it’s annual Chili Cookoff on October 19, 2022, from 4:30 PM – 7:00 PM at the Crofton Farmer’s Market. The proceeds from this event will benefit the pantry

of the Crofton Christian Caring Council. Registration is free. Interested participants should contact Jim Harvey at [croftontriangle@gmail.com](mailto:croftontriangle@gmail.com).

The Greater Crofton Chamber of Commerce will host the annual Community Awards Banquet on October 19, 2022 from 6:00 PM – 9:00 PM, at the Blue Dolphin Bar and Grill. The Citizen of the Year award will be presented by the CCA. Tickets may be purchased through Town Hall. The deadline for nominations for Citizen of the Year will be accepted until September 23, 2022.

The Crofton Kiwanis Flags for Heroes Program returns for Veteran's Day. Flags will be displayed on the lawn in front of Lake Louise. Persons interested in sponsoring a flag may contact the Crofton Kiwanis at [Croftonkiwanis.org](http://Croftonkiwanis.org).

#### **Approval of Minutes:**

Anna asked if there are any additional corrections needed for the minutes of the Board meeting of July 11, distributed electronically on September 7. No corrections were needed. The minutes were filed.

#### **CSCBD Policy Manual Changes-Renee Speer Treasurer:**

Anna announced that there are revisions to the manual that will be reviewed. Renee has been working on revising the manual which was last updated in the nineties. Renee discussed the changes. Once the updates are approved, they will be posted to our website. This policy update pertains mostly to payroll procedures. With the placement of new management at Town Hall, it was discovered that many policies were not documented. Revisions include the paid holiday schedule, the part time employee holiday pay, flexible holiday schedule, and the overtime pay policy. The policy for compensatory time had been eliminated because it is an off the books liability. The nighttime differential pay for police officers has been increased from \$0.75 to \$1.50 per hour. The new payroll time keeping procedures will be moved to an automated system. Pay day has been moved to Thursday from Tuesday in order to allow improved internal controls and approvals. Clarifications have been made regarding employee's classifications of exempt versus non-exempt. There is a new benefit program for the police department. Police officers will now receive a car allowance in lieu of a take home car policy. Most counties in the state have a take home car policy. Because of the distance the officers travel to work, this policy made the most sense. Jim Harvey suggested funeral leave policy up to 5 scheduled workdays per occurrence, beyond the three days allowed. Renee asked if there were any other changes needed. The board discussed the suggested revisions to the funeral leave policy. Renee will update it to read "immediate family" 3 days leave, and the Town Manager can grant an additional 2 days if circumstances warrant. She suggested that other leave options can be combined with funeral leave. Chief Fox pointed out that the police department's policy differs from Town Hall's leave policy. Renee responded that this revised policy would supersede the police department policy. Renee suggested that a statement will be added to the revised policy that states that "Any deviation from this policy will require Board approval".

The Board voted on the revised policy changes. Renee motioned for the approval of the revised policy manual. Daria seconded. The motion passed unanimously.

**Front Entrance Update:**

Anna reported on the status of the front yard area. There have been suggestions to use this property as a pocket park. Martin has explored the possibilities of creating one with County representatives. The County has a Forest Conservation Easement program. The County is looking for places to plant trees at their expense, which they would also maintain for at least the first few years. Martin explained that this would assist in creating a sound buffer for Route 3 traffic but will not alleviate the current tax burden on CCA residents. Through research by James, Martin had CCA attorneys draft deed restriction language that would enable the association to apply for an exception by the County that would allow for the elimination of the tax burden. There would be a nominal tax. James Kitchin commented further that the Forest Conservation funds, combined with Forest Mitigation banks allows the County to look for places to purchase, and can purchase the easement from the Crofton community. This would allow the County to plant more trees and maintain them. Martin will look further into this option. Martin added that there is a large list of plantings on the County website to choose from. Anna commented there are plants available that are food sources also. Foresting five acres is not affordable, and therefore this would be a great opportunity. Renee pointed out that the CCA would be eliminating a tax burden of \$20,000 per year. That combined with the cost of trees would be an enormous benefit to the community.

**Committee Reports:****Planning & Zoning** – Marsha –

Marsha reported that there are many current development projects in the surrounding areas of Crofton. She spoke of the need to do more outreach to these surrounding areas. She has recently established a close connection with the Millersville community and the Forks of the Patuxent Improvement Association. They are very concerned about the development of the Halle Landfill.

Marsha reported that she wrote a Letter to the Editor of The Capital Gazette regarding importance of preventing the development of Halle Landfill titled “How much money buys a landfill along the Patuxent” which was published in the August 26, 2022 edition. The Two Rivers development is looking to Crofton for help with protesting the landfill. While the CCA cannot assist financially, we can assist in other ways. Marsha urges everyone to vote. The County Council and MDE is very involved in the permitting of the landfill.

Marsha will be meeting with the Chesapeake Bay Foundation and the Chesapeake Legal Alliance to see how they may be able to help. The Foundation is very concerned with recent development projects with regards to the Patuxent watershed. The designated “scenic” nine rivers of Maryland are protected by state law. Marsha is also attending the next GAN meeting.

Marsha commented that Pat Huecker is tasked with following the development behind Wegmans. There are additional entrances planned for that area, which will cause significant traffic concerns out to Route 3.

Jim Harvey asked if the Halle Landfill is upstream from where we get our water from. Marsha said yes, the Magothy aquifer provides water to Crofton. Marsha commented further that the aquifer is now being contaminated by the large amount of ammunition that was buried around

Fort Meade. There has been a significant increase in cancer rates to residents who live along Old Waugh Chapel Road.

**Public Safety Committee** - Brian- No report.

**Recreation Committee** – Daria- No report.

**Greater Crofton Council** – Chuck

Chuck will attend the next GCC meeting tomorrow at 7:00 PM at the Waugh Chapel Community Center. There will be a reorganization.

**Covenant Review Committee** - Stephen-

Anna introduced new Board member representing District 3, Stephen Tull, who previously served on the CCA Election Committee.

Stephen reported the committee approved a Fence on Eton Way.

**Maintenance and Operations** – Rob –

Rob reported the pollinator garden at Swann Park has been cleaned up and was organized by members of enSprout. They will have another clean up and rock painting day on September 24, 2022. The post-accident landscape replacement of the Front Entrance is ongoing. It has been decided that the previous plantings will be re-planted and placed in the same locations. The Japanese Maple will be replaced with a Coral Bark Japanese Maple that will provide much color and will be planted this fall.

Rob reported that the committee is working with suppliers on a phased in upgrade of playground equipment in the parks. He will obtain pricing from a few vendors. He will continue to apply for legislative bond initiatives for funding. If funding goes through, then they can speed up the projects.

Rob commented that the signs at Swann Park need refreshing. He is getting bids from vendors. This is not an expensive project.

**Education Committee** – Hal-

Hal commented that he is in search of volunteers to report on activities going on in area schools. He reported that Crofton Woods Elementary School has a new principal and assistant principal. Anne Arundel County is experiencing many vacancies with regards to staff, bus drivers, and crossing guards.

Hal reported on enrollments versus state rated capacity at our area schools: Crofton High School enrollment is over 1,800 with capacity at 1743. The high school predicts that it will be over capacity next year. Crofton Middle School enrollment is 1,293, with capacity at 1,254. Crofton Elementary School enrollment is at 644, with capacity at 659. Crofton Meadows Elementary enrollment is at 532, with capacity at 579. Crofton Woods Elementary School enrollment is at 742, with capacity at 743. Nantucket Elementary enrollment is at 665, with a capacity of 763. All area schools are at or over capacity.

An article in the Washington Post reported that local high school field hockey teams ranked in the top 10. Archbishop Spalding High School is ranked number 1. Broadneck High School is ranked number 2. Crofton High School, the newest area high school is ranked number 10.

Pat Huecker provided additional information regarding school capacity numbers. She commented that a few years ago the County established a sub-committee to study adequate facilities for schools. It was a twenty-one person committee with three school representatives, and four developers, and other county officials. The committee established a hybrid plan that involves redistricting and capacity changes. The County does not have control over the schools or redistricting, only development. The County code states that elementary and middle schools must be at 95% enrollment or higher, and high schools must be at 100% for three years. If higher than that the school system becomes closed for development. The new plan raises the capacity requirements for closing; Elementary and Middle schools will need to be from 95% to 110% enrollment, and High schools will have to be at 100% to 115% before they will be closed for development. The committee sent the hybrid plan to the office of law, in order to have the County work on the proposed changes to the code accompanied with a white paper that explains the changes so that everyone knows exactly how they will affect the school's education plan, and how it will affect the community. The purpose of this plan is to provide more land for development. Pat will stay on this.

James Kitchin commented on the new start times of the schools implemented this year by the Board of Education. They have complicated the coordination of crossing guards and bus drivers. They now have a greater need in a shorter amount of time, creating an increase to a previous staffing deficit. He reported that busses will now have cameras in order to send warnings and ticketed fines to vehicles who pass stopped busses. He followed up comments regarding Pat's report. He clarified that this is a work group, not an endorsed County plan.

#### **Police Chief Report** - Chief Fox –

Chief reported that he has been working on replacing the two open positions in the police department. Corporal Jett and Officer Sims are conducting the background investigations. Unfortunately, one of the candidates withdrew his application for personal reasons. The new hire will begin in two to four weeks. They will continue to search for an additional candidate.

The Chief reported that he contacted the County regarding the deficit of school crossing guards. There are seven schools that now have the same start time. There are forty-three openings in Western District alone. In order to address this, the County Police are posting officers in place of the crossing guards with two-hour overtime slots each day. The County currently has fifteen crossing guards in training. Chief Fox has two Crofton officers working day shifts to cover school crossings in the mornings and afternoons. Once the new officers are hired, then the department can go back to both day and night shifts.

Chief Fox reported police stats for the month of August:

There were 65 dispatched calls for service, 384 patrol checks, 9 reports written, 45 traffic citations, 2 adult arrests, 3 emergency evaluations, 4 assists to Anne Arundel County Police, 1 training day, and 95 miscellaneous (administrative work).

Renee asked about the status of the implementation of the body cams. The Chief responded that the paper work for the grant is still in progress. The States Attorney's Office requires IT

personnel to evaluate the needs of the department to support the cameras and data. Earl will meet with them once the grants are completed. Then they can schedule training. He expects the program to be implemented in this fiscal year.

**Town Manager's Report** – Martin reported that he and Renee and Jim have been closing out the 2022 books. He is happy that Town Hall is currently at full staff. Martin mentioned that the police squad room has been reconfigured, and there has been additional furniture added to Town Hall. Martin thanked Tony Ancona for the donations of these items as his business was closed. Martin also thanked Village Green realtor, Frank Bolling.

Martin announced that the new student intern from Crofton High School will be starting at Town Hall tomorrow. He will be categorizing Crofton memorabilia as we prepare for the Crofton 60<sup>th</sup> anniversary. Marsha commented on the importance of recording Crofton history since the 1960's. She talked about Mark Smith and a group of attorneys from Howard and Prince Georges County who are interested in developing a weekly newspaper in Crofton. She asked James Kitchin if there are any County funds that may support this project. James will look into this.

Martin talked about the possibility of moving Town Hall to the Village Green. They have not yet viewed any properties to satisfy the needs of the police and staff. He continues to tour properties as they become available. He has met with realtors of Team Surlis regarding the evaluation of the current home, and what may be required to sell it. He is also investigating and pricing out the architectural designs commissioned by Ed Dosek in 1995, to remodel the back of Town Hall.

Martin continues to review vendor contracts, recently revising the grounds maintenance contract to Marty Mows. The IT contract has been revised to Cheaper than a Geek which is run by Chris Barber, former Crofton Chamber of Commerce President.

Martin with the help of James Kitchin, has arranged trash and recycling pick up at Town Hall by County DPW.

**Comptroller's Report-** James Harvey

Jim reported that the CCA hired a new auditor, Daniel Houle. The audit has been completed. The County holds \$42 thousand dollars at the end of the year which is carried over to our funds for next year. As of June 30, there are \$886 thousand dollars in assets.

The auditor made suggestions moving forward. Currently, money added to reserves was listed as part of the budget, then as they were expensed were moved over to those restricted funds. Daniel suggested we do the opposite, because adding those reserves as an expense item inflates our expenses.

The audit shows we are within budget for expenses. His report indicated some variances with major expense areas. The CSCBD budget allocates overhead to departments, however, the County looks at overhead separately. Renee suggested we do an end of year ledger adjustment for FY23 and will submit budget request to the County for FY24 that will allow it to synchronize with the current books.

Additionally, it was believed that permission must be obtained by the County in order for the CCA to spend reserve funds. This is not the case, except when the budget is exceeded. This will give the Board more flexibility when spending reserves is necessary.

Jim announced the CSCBD and CCA Budget Review schedule. All meetings will be held at the First Baptist Church at 7:00 PM. The next CCA Board Meeting is scheduled for October 10,2022.

The Budget Review meetings are as follows:

October 17, Public Safety & Recreation budgets will be reviewed.

Oct 24, Maintenance & Operations and Administrative budgets will be reviewed.

Nov 7, Completion and Approval CSCBD FY24 and Review and Approval of CCA FY24 Budgets.

The next CCA Board meeting is scheduled for November 14, 2022 and may contain final budget approvals if not completed on November 7.

The Budget will be published in the December Advocate.

The Budget will be submitted to the County at the end of January.

Renee commented that the finance committee will hold a monthly meeting the Thursday before each Board meeting. The meetings will be held at 2:30 PM at Town Hall. The committee is made up of Anna, Renee, Jim, and Martin. Renee would like to open the meetings to anyone interested. There are restrictions to the space available, so please email or call first. The next meeting is scheduled for October 6, 2022.

#### **Citizen Questions or Comments-**

There were no Citizen Comments.

Martin asked local candidates in attendance to identify and introduce themselves.

Shannon Leadbetter is running for County Council District 7.

Stewart Schmidt is running for the House of Delegates District 33B.

Shawn Livingston is running for County Council District 7.

Marsha appreciated the attendance of those running for office. She commented on the importance of engaging with local leaders, and the importance of outreach to outside communities since the surrounding areas of Crofton are affected equally.

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, Receptionist (October 12,2022)

MS/JH/EF(tg)