



**CROFTON CIVIC ASSOCIATION  
BOARD and BUDGET MEETING  
Library Media Center, Crofton Elementary School  
October 14, 2024 – 7:00 PM**

**Present:**

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

**Staff:** Martin H. Simon, Jim Harvey, Chief Jason Jett, Ofc. Tim Utzig, Kathy Lavin, 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 26th 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 on Saturday, October 19th, from 10:00 AM to Noon. Registration to compete is closed as of today. The event will benefit the Crofton Christian Caring Council's Food Pantry, which provides food for families in need and the homeless. They provide thousands of bags of groceries to over 1,000 households in the Greater Crofton and Odenton area. Attendees can make a \$5 donation or donate a packaged food item and try each delicious chili and submit their ballot for the People's Choice Award. 100% of the proceeds go directly to the Food Pantry.

The final CSCBD & CCA Budget Meeting will be held on Monday, October 21<sup>st</sup> at 7:00 PM at the Crofton Elementary School Library Media Center. The Overhead & CCA Budgets will be reviewed and finalized. If necessary, an additional meeting will be held on November 4<sup>th</sup>.

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 in the Library Media Center at Crofton Elementary School.

On Saturday, October 19<sup>th</sup> from 6:00 to 8:00 PM, the Crofton Police Department presents its 2<sup>nd</sup> Annual Trunk-Or-Treat at Crofton Village Green. There will be food giveaways, prizes, and candy.

The weekend of October 25th-27th is Crofton’s homecoming weekend and birthday party. The Crofton 60th Anniversary Committee is suggesting that Friday, October 25<sup>th</sup> be an informal “Homecoming

Mingle Night.” Two favorite local restaurants have volunteered to be locations for Homecoming Mingle Night, Ashling Kitchen and Bar and Harvest Thyme Modern Kitchen & Tavern. Both are owned and operated by Crofton residents, and both have made special offers for folks celebrating Crofton’s 60th birthday on Friday the 25th:

- Harvest Thyme offers happy hour prices all night if you tell your server “Cheers to 60 Years”.
- Ashling Kitchen and Bar offers ½ price drinks, \$1 off all beer, \$5 wine by the glass, and 10 appetizers under \$10 before 6:00 PM.

October 26<sup>th</sup> is the Annual Crofton Kiwanis and CCA Halloween Parade and Party. The annual 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 treats and make-and-take crafts. The Kiwanis costume contest winners will be announced at the party.

Also on October 26<sup>th</sup>, from 6:00 PM to 10:00 PM, the 60<sup>th</sup> Anniversary Committee will host “Croftoberfest” 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 three contests that night: Pretzel Eating and Beer Pitcher Holding with trophies going to the winners, and a Corn Hole contest with the winner receiving the custom-made 60<sup>th</sup> Anniversary Logo set used in the competition. 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).

The AVFD Station 7 Terror Trail continues each Friday & Saturday through October 26<sup>th</sup> from 7:30 PM to 10:00 PM. Tickets are \$25 for the trail, and \$10 for the not-too-scary Boo Loop. Tickets can be purchased at [www.station7terrortrail.com](http://www.station7terrortrail.com). All proceeds fund the Anne Arundel Volunteer Firehouse Station 7.

Tuesday, November 5<sup>th</sup>, is election day. Please do your civic duty and vote.

Monday, November 11<sup>th</sup>, Town Hall will be closed for Veterans Day.

On Tuesday, November 12<sup>th</sup>, the Greater Crofton Council will be hosting a Public Open House with representatives of the Office of Planning & Preliminary Engineering, State Highway Administration. The topic will be planning for Route 3 improvements between MD Route 175 and Waugh Chapel Road, where currently the traffic is squeezed into two lanes, causing daily traffic congestion. The meeting is open to everyone and will be held from 5:00 PM to 7:30 PM at the Waugh Chapel Community Center, 1326 Main Chapel Way.

On November 13<sup>th</sup>, the Greater Crofton Chamber of Commerce hosts its annual Community Awards Banquet at the Blue Dolphin Bar and Grille. Tickets for the dinner and award ceremony are \$40 and may be purchased at [croftonchamber.com](http://croftonchamber.com). The awards banquet pays tribute to individuals who have made a difference in our community. The CCA will present its Citizen of the Year Award, and the Crofton Police Department will present its Officer of the Year Award.

Crofton Library Events, 1681 Riedel Road, Crofton. For details visit their website at <https://www.aacpl.net/> Some special events:

- October 17, Closed for a 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
  
- November 6, 6:30 PM to 7:30 PM, Emergency Preparedness with the Office of Emergency Management
- November 9, 10:30 AM to 11:30 AM, Dinovember Storytime, Ages 0-5
- November 12, 6:00 PM to 7:00 PM, Classic Rock Talk

### **Budget Review – Recreation – Kathy Lavin**

Martin commented that there were not many changes to the existing recreation budget. There is an additional \$800.00 plus an additional 3.5% for inflation, totaling \$2,300.75 for promotion of the Armed Forces Day Parade to increase spectatorship. Jim referred everyone to the chart under Recreation Activities Program, which lists the budget for each event. There is an additional \$400.00 added for the trophies for the Pie, Dog, and Chili contests. There is \$300 added for balloon arches for the Cherry Blossom Festival. There are two new events, art programs for kids and teens for \$1,000.00. Jim mentioned a new coffee tasting event at Chesapeake Bay Roasters. They give a tour of their roasting facility and free tastings of their coffee and have a guest speaker. There is \$500.00 budgeted for this event that will bridge the winter months (January through March) when we do not usually have any events. This will be a free event for the attendees.

Jim spoke about the Crofton Salutes Our Heroes banner program that was organized for the 60<sup>th</sup> Anniversary. He suggests we run this program annually. This would be part of the CCA budget, and it would produce income for the CCA. There has been additional interest from residents who were not included in the first round. This program will be reopened again in the Spring with the same goal of having new banners up along the Parkway prior to the Armed Forces/First Responders Parade. The banners need to be done in clusters because we need bucket trucks to hang them. This will provide net income to the CCA of approximately \$100 per banner.

James mentioned the calculation for inflation numbers appear to be taken from FY24 numbers instead of FY25. Jim will verify and revise this. No Board members requested any additional events to be included. The Board will vote on the budget at its completion once all portions are reviewed, and the funds are received by the county.

### **New Officer Introduction – Chief Jett**

Chief Jett introduced Tim Utzig, the newest Crofton Police Department hire. Ofc. Utzig is a recent retiree from the Anne Arundel County Police Department. He has been a law enforcement officer for over 30 years. Ofc. Utzig is an army veteran. He began his career as a corrections officer then became

an officer in Baltimore City. He then transferred to Anne Arundel County where he remained for 27 ½ years, retiring as a Corporal. After 16 years he worked in the Domestic Violence Unit and after that he was a School Resource Officer for 6 years. He also has Crisis Intervention Training. The Board of Directors welcomed Ofc. Utzig to the community.

### **Budget Review – Public Safety– *Brian Riley***

Jim directed the Board members attention to the changes made in the Public Safety Budget. He clarified the actuals for FY25 and the budget for FY26 are based on Jett as Chief, Sims as Sergeant, Gable as Corporal, Carrier as Corporal, and Redding as Corporal who is not with the department any longer. The retention bonuses for Cpl. Gable and Cpl. Carrier will be paid this year, so only Officer Utzig's retention bonus remains for FY26. Jim noted that this budget is using 2.1% COLA, and 3% target merit raises. He pointed out the Federal Government is using 2.0% for COLA and 2.5% for Social Security. Martin clarified that what Jim is showing includes Chief Jett's budget requests that he handed out to Board members. Jim stated that Ofc. Utzig does not require health insurance. The workman's compensation insurance rates also have been reduced in line with the 2024-2025 rates and experience factor seen in our Workers Compensation Insurance renewal.

Gas and Oil has been reduced by \$2,000.00. There is a new category for Parking and Tolls at \$300.00. This covers travel for training and court parking. We are waiting on final renewal numbers for our auto insurance, but it is likely going up 10% to 15%.

The training budget has increased. The Chief commented that most of the training with county police is free, there are some Maryland Police Training Commission courses that charge minor fees. Examples of recent supplemental training are First Line Supervisor School, and a Community Policing course attended by Cpl. Carrier.

Crime prevention outreach programs such as National Night Out and Trunk-Or-Treat has been increased to \$3,000.00.

Rob asked about liability insurance coverage, specifically if the \$3,000,000.00 amount has been reviewed as to whether it needs to be revised. Jim responded that it was increased two years ago, and a \$1,000,000 umbrella insurance policy was added.

Jim discussed police uniform expenses. Currently the officers do not have dress blue uniforms. One set was budgeted for FY25. One set of regular uniforms is budgeted for annual replacement. Jim will verify with Chief Jett and Sgt. Sims on pricing for five sets of dress blue uniforms. A basic uniform set is approximately \$800.00 - \$1000.00 which does not include vests, badges, patches, etc. Currently there is \$4,709.00 in the uniforms expenses budget that has not been spent in FY25.

Jim stated the communications budget including the radios maintenance contract, MDT network charges, and Police IT which includes Cheaper Than A Geek, will be increased by 10%.

Jim mentioned the fund for police equipment will remain at \$5,000.00. The total was corrected for line item 550, Uniforms and Equipment, from \$22,000.00 to \$17,000.00.

Jim explained that some equipment was refunded. The License Plate Readers (LPRs) were ordered from the manufacturer, however, they were unable to deliver them. The manufacturer refunded the Crofton SCBD and new LPRs will be repurchased once the county decides on the new manufacturer. These were purchased with money from the Police Equipment reserve in FY24. The goal is to repurchase them in this fiscal year and if the repurchase is delayed beyond this fiscal year, we will need to return those funds to the Police Equipment reserve.

### **Approval of Minutes** –

The minutes from the CCA Board and General Membership meeting on September 16, 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 CCA hosted two public tours conducted by DPW of phase one of the Beaver Creek restoration project. There are two articles in this month's *E-Advocate* that provide an update on this phase and a description of the next phase. There had been a time-lapse video posted to our website showing the budding regrowth of the flood plain from August to October. The plans are linked in the article.

Martin is working with DPW on a detailed presentation which describes the plan for the next phase which travels by the First Baptist Church, then behind the townhomes of the "W" section of the community, then under Route 3, and on to the Little Patuxent River. This portion of the project is scheduled to begin this time next year. There have been no other public meetings since the first sparsely attended initial meeting of 2022. Last month a request from DPW was received from their property acquisition agent to grant certain property easements for the completion of this project in exchange for a \$1,000.00 payment to the CCA. He and Anna have agreed not to allow any easement access until the residents of the affected areas have a well-publicized opportunity to learn about the pros and cons of the project. He will also investigate the \$1,000.00 offer.

October has been busy with Fall Festival on the Green, The Crofton Dog Show and Pet Fair, the planning for the Goldstar Memorial ceremony in November, and the upcoming Croftoberfest in two weeks.

Martin and Anna met with the owner of the landscaping company last month regarding the pruning preferences of the plantings at the front entrance, the shore trimming schedule of Lake Louise, and a redesign of the Swann Park plant bed at Crofton Parkway and Swinburne Avenue. Don of Marty Mows will provide quotes on these projects, as well as the brickwork repairs at the two Crossgate entrances.

Martin verified the landscaping budget will increase 2-3% in 2028. It will remain at the current rate until then.

Marty Mows has completed the turf grass installation along the new path at Hardy Field. The new water access the CAC has installed is up and running and will be used to water the new grass. The new water system which cost \$10,000 was covered by the CAC. Martin thanked the CAC for their partnership in the maintenance of Hardy Field.

Martin asked Board members to report any potholes in their districts and asked our police officers to report any they may come across. He will meet with DPW on October 21<sup>st</sup> for a tour of all potholes in the community.

Martin provided a report of police overtime. There was a total of 6.5 hours of special event overtime used for Sgt. Sims at Festival on the Green. Sgt. Sims used 1 additional hour of regular overtime.

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

Jim handed out his report to board members. He noted the negative number in the CCA Budget expenditure is due to the 60<sup>th</sup> Anniversary Expenses that are funded in part by fundraising conducted in the last fiscal year.

Jim reported we have received a refund from Chesapeake Employers Insurance for \$5,000.00. The company which provides our professional liability insurance will no longer be covering us. Jim is obtaining quotes from other insurers. He is expecting a 50% or possibly higher increase.

The CCA has received a donation of \$100.00 from Marsha Perry for the Top Dog award that will be presented at the Crofton Dog Show. The donation was for the Trophy and a \$65 gift certificate from Crunchies Natural Pet Foods.

Jim has been tasked with obtaining price quotes for a new copier. He has received one so far for \$8,900.00 which includes color capabilities and WIFI connectivity. This is less than the \$13,000.00 spent on the current copier over the course of the 63-month lease. The current copier contract ends in March 2026.

Jim reported on social media. The September E-Advocate went out today. There have been many social media and email posts due to all the events being held in September and October of this year. There were 78 attendees at the Teen Skate night, and 140 attendees at the Taste of Crofton event.

Emails and social media posts are set up for the Homecoming Mingle program and Croftoberfest. The 60's Poetry night is not happening; he has not received any response from Historic Linthicum Walks regarding their planning for the event. Marsha commented that she has been in touch with them, and she will offer to help with the event. She mentioned that the library has hosted poetry reading events put on by an Anne Arundel County poets' group, and there is a Crofton High School English teacher whose students participate in the library open mic poetry events. She will reach out to them and to Katie Dentler.

Jim reported that there have been 133 tickets sold for Croftoberfest. The decorations are scheduled to be installed on Friday the 25<sup>th</sup>. We are waiting on the final contract from Crofton Country Club.

## **Committee Reports**

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

Marsha reported she attended the County Council meeting last week to testify. The Affordable Housing bill was discussed. The bill amends forty sections of the county code. The work group consisted of mostly developers rather than residents. The bill does not include any open spaces. As part of the environmental community, they asked for the bill to be held to see what could be worked regarding plans to include open spaces. They were denied. They sent a letter to the County Executive offering their services, with GAN, which the CCA is a member of. Pat Huecker is on the GAN board.

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

Brian had nothing to report.

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

James reported the Finance Committee will meet on Thursday with the Comptroller, and the Vice President to go over the re-formatting and review of the CCA Budget.

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

Daria had nothing to report.

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

Chuck reported that last Tuesday there was a meeting with the Riedel Road and Johns Hopkins Road Traffic Safety committee and Nestor Flores, AACo Traffic Engineering. This meeting was held by Zoom. They reviewed the proposed changes for traffic safety. There will be a follow-up meeting which has not yet been scheduled. There is a portion of the county website known as [Riedel Road / Johns Hopkins Road Traffic Safety Concerns](#) where the information discussed at these meetings can be reviewed.

He 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. SHA is to present the design to the community after 30% of the engineering plans are completed, to evaluate the design and illicit feedback.

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

Stephen reported there were no covenant submissions this month.

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

Rob didn't have anything new to report. He thanked Martin and Anna for meeting with the landscapers regarding the pruning at the front entrance, the Lake Louise trimming, and the revised planting bed at Swinburne Avenue and Crofton Parkway. Marsha mentioned the letter from Evelyn Harris expressing concerns regarding the dead trees at the front entrance. Martin responded to the inquiry explaining that a survival rate of 50% is viewed as successful, though they expect the survival rate of the trees to exceed 50%. The county will survey the area for invasive plantings and take appropriate actions. The white tubes will remain until the trees mature to a specific diameter.

### **Education Committee** – *Hal Sheldon*

Hal reported on local school activities.

October is bullying prevention month at all schools.

The Board of Education has approved a \$204 million dollar budget for three projects in 2026: A new Center for Applied Technology Center, A new High School at Old Mill, and a new middle school at Old Mill North.

All elementary schools and middle schools are closed on November 1<sup>st</sup> for Teacher professional development. High Schools will remain open.

Unity Day is tomorrow at all schools. Be kind and wear orange.

Crofton Elementary School:

Saturday October 19<sup>th</sup>, Monster Mash movie night at 7:30 PM.

Crofton Woods Elementary School:

October 17<sup>th</sup> is skate night at Skate Zone \$5 entry and skate rental.

Crofton Middle School:

Crofton High School:

The Girls Varsity Field Hockey team is in 3<sup>rd</sup> place in the state.

Homecoming is this Saturday.

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

Chief Jett reported the Crofton Police Department is now at full staff. Ofc. Utzig has completed his training and can now begin patrol duty. The Chief will modify the current schedule so that there will be police coverage for twenty-one hours for six days per week. Police coverage will begin at 7:00 AM to 4:00 AM. There will be exceptions for special events, training, and court appearances.

Chief Jett reported on September statistics. There were 488 calls for service, 56 traffic stops, 303 patrol checks. These numbers will increase now that the police department is at full staff.

The Chief reported on the new parking restrictions on Crofton Parkway. The long-term parked vehicles have been moved further down Crofton Parkway to Carlyle Drive.

The Chief asked the Board about enforcement of the right wheels to curb parking. He has received complaints from the community. It is a law and a public safety issue. He will announce the law on social media and begin enforcing this regularly. Warning will be issued first. Citations are \$45.00 to \$65.00.

Chief Jett reported that all officers have completed their mandatory training for this year. New firearm training is currently on hold. The new firearms have been received; however, the county officers are training first. In the future, the Chief would like to receive the certification training so that he can train his department.



The Chief reported that all ordered equipment has arrived. The LPR's are the exception. All the police vehicles have been updated.

The Chief reported on the Police Accountability Board (PAB) meeting last month. He questioned the PAB regarding some of the complaints. He provided an example that one complaint was that the officer's appearance was ugly. The PAB maintained that all complaints are valid.

Regarding this department, the recent complaint against Cpl. Gable was made by the father of the DUI suspect, who was not involved in the incident at all. The complainant attempted to rescind the complaint, however there is no process to do so. This complaint as well as the three previous have all been ruled as unfounded by the Administrative Charging Committee.

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 Crofton Village Green. There are over thirty local businesses participating.

Tomorrow the Chief will speak at a Cub Scout meeting at the United Methodist church to assist them with their public safety badge.

On October 17<sup>th</sup>, the Crofton Police Department has been challenged to a bagel building contest against the Fire Department at Nico's Bagels at Waugh Chapel. Nico's will be making a generous donation to the police department.

Daria asked about the wheel theft at Arrive apartments. The Chief responded that there has been an uptick in wheel thefts lately at Arrive and North Forest apartments. Hondas are the vehicles that are frequently targeted.

### **Citizen Questions or Comments –**

With no other questions or comments, the meeting was adjourned for an Executive Session to discuss the Citizen of the Year, and a legal matter.

*Meeting minutes completed by Tara Gottschalck, Administrative Assistant (November 1, 2024)*

MS/JH/JJ(tg)