

VILLAGE OF FRIENDSHIP HEIGHTS

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4433 SOUTH PARK AVENUE
CHEVY CHASE, MARYLAND 20815

Phone: 301-656-2797

Fax: 301-907-3922

Email: info@friendshipheightsmd.gov

Website: www.friendshipheightsmd.gov



Approved Minutes **Friendship Heights Village Council Policies and Procedures Committee** **Wednesday, June 18, 2025**

Policies and Procedures Committee members present: Vic Basile; Martha Solt; Francine Klein.

Others present: Julian Mansfield; Jason Goldstein; Al Muller; Roy Schaeffer.

At 6 p.m., Mr. Basile called the meeting of the Friendship Heights Village Council Policies and Procedures Committee to order. The meeting was held in person at the Village Center. Mr. Basile reviewed how this new committee was formed to replace the Personnel Committee and the Communications Committee and also has additional functions.

Policies Required by Maryland

The Committee discussed the list of State-mandated policies that the Village needs to implement or modify according to attorney Ron Bolt.

Debt Policy

Staff will work with the Village attorney to draft a policy based on examples provided from other municipalities.

Mr. Basile inquired about the Village's current communications efforts. Mr. Goldstein agreed to email the committee members with a comprehensive list of Village communication tools and methods.

Mr. Basile requested that he be given an advance copy of the Village newsletter prior to publication. Staff will arrange to have a copy provided to him.

Data Security Policy

Mr. Goldstein indicated that a data security policy is included in the cybersecurity assessment and remediation that the Village is currently undergoing with the Maryland Department of Information Technology. This process is anticipated to be complete within the next few months.

Public Information Act

Attorney Ron Bolt advised that the Village's Public Information Policy needs to be updated to include a list of immediately available public records posted on the Village's website. Staff will develop the list and bring the revised policy back to the Committee for approval.

ADA Compliance—Website

Attorney Ron Bolt has advised municipalities regarding a law that requires websites to be ADA compliant. Mr. Goldstein contacted the Village's website developer and received a quote for this service. Staff is looking for other options as well. Ms. Klein questioned whether the law is still in effect. Staff will consult with the Village attorney for confirmation.

Policies and procedures that need updating

The Committee discussed the need to update the Village's personnel policy. Staff was directed to check with other area municipalities to find examples of personnel policies drafted by Village attorney Ron Bolt. These will be sent to the Committee members for their review.

Ms. Klein indicated that the Village needs to have an ethics policy. This will be discussed at a future Committee meeting.

Dr. Muller indicated that the Village Center garage needs to be cleaned up. Staff will coordinate the cleanup and removal of any items that are not needed.

No other actions were taken by the Policies and Procedures Committee. Mr. Basile moved, Ms. Klein seconded, to close the meeting. The motion was approved unanimously. The meeting was adjourned at 7:08 p.m.

Respectfully Submitted:



Victor Basile, Policies and Procedures Committee Chair