

# VILLAGE OF FRIENDSHIP HEIGHTS

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## VILLAGE COUNCIL

ROY SCHAEFFER, *Mayor*

MARTHA SOLT, *Chairman*

FRANCINE KLEIN, *Vice-Chairman*

VICTOR BASILE, *Secretary*

JOHN CONLOW, *Treasurer*

ALLYSON ALT, *Parliamentarian*

ALFRED MULLER, *Historian*

JULIAN P. MANSFIELD, *Village Manager*

## **Approved Minutes Friendship Heights Village Council Policies and Procedures Committee Monday, August 25, 2025**

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

**Others present:** Julian Mansfield; Jason Goldstein; Al Muller.

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.

### **Approval of minutes of June 18 Committee meeting**

Ms. Solt moved, Ms. Klein seconded, to approve the June 18 meeting minutes as amended. The motion was approved unanimously (3-0).

### **Debt Policy**

The Committee discussed the draft debt policy that is required by State law. Ms. Klein inquired about the Village's current borrowing limit, as stated in the Village charter. It was determined that the statutory borrowing capacity is \$ 64 million. Ms. Solt recommended deleting the term "code of ordinances" under the Uses of Debt section. It was agreed to make this change. Ms. Solt moved, Ms. Klein seconded, to recommend the revised draft policy to the Village Council for approval. The motion was approved unanimously (3-0).

### **Data Security Policy**

Mr. Goldstein reported that the data security policy is included as part of the Village's cybersecurity assessment and remediation efforts as directed by the Maryland Department of Information Technology (MDoIT). He indicated that MDoIT has approved the Village's remediation plans and will be sending a closeout letter officially confirming approval. Staff will forward the full package to the Committee once it has been adopted by the State.

## **Open Meetings Rules**

Ms. Solt recommended several minor changes to the draft. The changes were approved by consensus. Ms. Klein expressed concern about including language regarding signs that disrupt a public meeting, and she recommended inserting language stating that a cease and desist warning will be given if there is disruptive conduct. The Committee agreed by consensus that this language should be added. Staff will revise the draft open meetings rules accordingly for consideration at the next Committee meeting.

## **Public Information Act**

Mr. Mansfield reported that the Village's public information policy needs to be updated in accordance with state law to include a list of public records that are immediately available. He has included this list in the policy as recommended by the Village attorney. Ms. Solt moved, Ms. Klein seconded, to recommend to the Village Council approval of the Public Information policy as revised. The motion was approved unanimously (3-0).

## **ADA Compliance—Website**

Mr. Mansfield and Mr. Goldstein indicated that the Village has until 2027 to comply with the requirement that the website be made ADA-compliant. Staff is still researching this issue. There was no further update.

## **Social media policy**

Mr. Goldstein presented the draft social media policy, recommended as a best practice due to the Village's active social media accounts. Committee members recommended that the draft be revised to separate any listed procedures from the policy itself so that it does not include internal guidelines and instructions to employees. Staff will revise the policy accordingly and present it to the Committee at the next meeting.

## **Update on Garage cleaning**

Mr. Mansfield reported that a fenced enclosure has been installed in the Village Center garage, and the maintenance staff have been relocating all loose items into the new enclosure. Additionally, trash removal is nearly complete. Once all items are moved into the enclosure and any additional trash is removed, the garage will be washed.

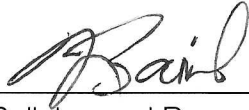
## **Ethics policy**

Ms. Klein reported she spoke with ethics lawyers for the state of Maryland, who indicated the Village is not required to have an ethics policy, but that one is recommended. They sent Ms. Klein a suggested policy, which she will review and present to the Committee at a subsequent meeting.

The remaining agenda items—contracts and acquisitions policy, personnel policy, posting an individual's comments on the website, parking policy—were deferred to the next meeting.

No other actions were taken by the Policies and Procedures Committee. Ms. Solt moved, Ms. Klein seconded, to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 7:17 p.m.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'V. Basile', is positioned above a horizontal line.

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Victor Basile, Policies and Procedures Committee Chair