

Village of Martin's Additions
7013 Brookville Road (Suite B, 2nd floor)
Chevy Chase, MD 20815-3263

**Agenda for
Council Meeting
February 15, 2018**

The Village Council may entertain a motion during the open meeting to close a portion of the meeting, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article)

- 7:30 PM Call to Order: Krajeck
- 7:31 PM Opportunity for Council to hear residents' comments: Krajeck
- 7:51 PM Committee Updates
- 8:05 PM Action on Meeting Minutes of January 18, 2018: Krajeck
- 8:07 PM Building Administrator's Report: Lohmeyer
- 8:15 PM Financial matters, including Treasurer's Report, and budget development initiation, and amendment for GIS services: Alexander
- 8:20 PM Discussion of Election Committee Rules and Regulations: Krajeck
- 8:35 PM Introduction of Charter Amendment Recommendations: Bolt*
- 9:00 PM Manager's Report including WSSC update and trash collection RFP: Trollinger
- 9:10 PM Opportunity for Council to hear residents' comments: Krajeck
- 9:15 PM Adjournment: Krajeck

* Charter Amendments were discussed at the January Council meeting, and will be discussed again prior to introduction. There will be a public hearing at the March Council meeting.

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
January 18, 2018

Council Members Present: Tiffany Cissna; Arthur Alexander; Susan Fattig; Katya Hill
Village Manager: Matthew Trollinger; **Assistant Village Manager:** Tina Lurie;
Attorney: Ron Bolt; **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Keith Allen (Turner Ln.); Ted Stoddard (Turner Ln.); Marty Langelan (Chestnut St.); Jean Sperling (Shepherd St.); Josh Bowers (Summit Ave.); Bernice Duvall (Taylor St.); Todd Mann (Raymond St.); George Legarreta (Thornapple St.); Elissa Bean (Turner Ln.); Lauren Biel (Delfield St.); Sally Maran (Turner Ln.); Frank Correl (Turner Ln.); Benjamin Dunford (Taylor St.)

7:30 PM Call to Order: Cissna

7:31 PM Introduction of Christa Burton from Representative Jamie Raskin's office and Postmaster Hugo Aldana from the Bethesda District of the U.S. Postal Service.

Mr. Aldana gave some brief remarks and answered residents' questions related to mail delivery problems. He explained that his office is the largest in the Capital District, but that it was no excuse for poor service. He apologized to the residents for the unreliable service, and described a number of steps his office has taken to help address the issues, including hiring new staff for training and oversight of carriers. He has spoken with all of the carriers in Martin's Additions, and has replaced the previous carrier with a more experienced one on the most problematic route, which includes Summit Avenue, Thornapple Street, Delfield Street, Chestnut Street, and Taylor Street. Since that change, there has been overall better service. At the request of Lynn Welle (Oxford St.), Mr. Aldana provided the list of mail carriers in Martin's Additions (see below), and which will be distributed by the Village office via email.

List of mail carriers in Martin's Additions:

Route 2 Michael Hendricks (Replacement Juanity Adams)
Cummings Ln.
Melville Pl.
Shepherd St

Route 4 Louis Hoggs (Replacement Gregory Kennedy)
Turner Ln.

Route 71 Eric Ruffin (Replacement Michel Stanton)

Bradley Ln.
Oxford St.
Raymond St.
Brookville Rd.
Quincy St.

Route 76 Maya Roseboro (Replacement Twana Adams)

Chestnut St.
Delfield St.
Summit Ave.
Thornapple St.
Taylor St.

Mr. Aldana asked that if residents have an issue in the future, that they contact him directly as soon as possible and give the date of the problem, so that he can quickly identify what carrier was on duty and how to address the problem. His cell phone number is 301-892-0317, and his email is hugo.b.aldana@usps.gov. He also suggested that if an important mailing needs to be sent out (such as Election-related materials) that he be contacted to keep an eye out for it and to make sure that it is handled correctly. Finally, Mr. Aldana also asked that residents be (1) sure to clear the path to their mailboxes of snow/ice and (2) mindful of their dogs and not let them out until the carrier has left the property. A number of carriers (not necessarily in Martin's Additions) have been bitten, with a few sustaining bites to the face.

7:50 PM Opportunity for Council to hear residents' comments: Cissna

Lauren Biel (Delfied St.) asked that the Council consider adding more building and storm water drainage regulations to the Village Code.

Frank Correl (Turner Ln.) mentioned the passing of longtime VMA resident Dan Gardner. He also expressed concern that residents are only allotted five minutes to speak at the beginning of the meeting and he said that is not enough time. He also asked whether the agenda's notice relating to a potential closed session was boilerplate language, and whether the topic of such a discussion could be made public. Mr. Correl suggested the Village staff send out an email to residents when minutes are posted and he also inquired if residents can ask questions during the meeting discussions instead of at the beginning or end of the meeting. He expressed concerns that residents did not have an opportunity to discuss the proposed Charter amendments, and should be able to do so while the Council is discussing them. Lastly, he requested that the Village Office send out a reminder email to residents that their walkways should be cleared of snow and ice for mail carriers.

The Council addressed Mr. Correl's concerns by: noting that the agenda times were merely placeholders; confirming the closed session language was indeed boilerplate as recommended by the Village attorney in case there was a last-minute need to hold one,

and that the topic would be available and would be reflected in minutes, if such a closed meeting were to take place; returning to the practice of minutes being posted separately of any other items and be sent out via email on Constant Contact; confirming that residents would be able to comment on the Charter amendments once they had been introduced.

Jean Sperling (Shepherd St.) requested that the Council hold a public hearing on the Charter amendments. She also asked if anyone from the Council or management will be attending the WSSC public hearing regarding the sewer renovation project. Ms. Sperling expressed concern about the Village replacing street signs. Finally, Ms. Sperling requested that meeting packets be uploaded to the website sooner, as residents are receiving them too late.

The Council addressed Ms. Sperling's concerns by reiterating that the Charter amendments were merely being discussed that night, that they would be formally introduced at a later date, and that a public hearing would be held. In addition, the Village will at least have Village Manager Trollinger present at the WSSC Meeting. The Village would not be replacing all Village signs, but only those identified by its traffic engineer, Joseph Cutro. The Village staff will try to upload Council meeting packets, a relatively new practice, sooner.

Bernice Duvall (Taylor St.) asked the office to look into spray-painted marks on Taylor Street.

Ben Dunford (Taylor St.) asked that the office provide as much notice as possible when posting "no parking" signs.

Sally Moran (Turner Ln.) asked that the office remind new residents that they are required to shovel and clear their sidewalks.

Keith Allen (Turner Ln.) gave the weather forecast for February.

8:16 PM Committee Updates

Election Committee Update: Langelan

Marty Langelan (Chestnut St.) requested the appointment of Susan Post to the Election Committee through the end of the fiscal year. Ms. Post has agreed to fill a vacancy. Council member Cissna moved, Council member Alexander seconded. All in favor.

Community Engagement Committee: Biel

Lauren Biel reported the street captains are up and running. She confirmed a wine tasting event at La Ferme on February 11 and there are discussions underway for the May

Celebration on the Sidewalk/Election, a July 4 event and an Arbor Day event to enable us to qualify as a Tree City USA community.

8:24 PM Action on Council Meeting Minutes from October 19, 2017: Cissna

Motion by Council member Alexander to approve the minutes; seconded by Council member Fattig. All in favor.

8:25 PM Building Administrator's Report: Lohmeyer

6701 Brookville Rd.

The applicant has submitted a building permit application to add an addition at the rear of the existing house. The staff has completed a preliminary review of the application and is waiting for the MCDPS building permit approval.

7210 Chestnut St.

The Village has issued a demolition permit for the removal of the ex. house. The demolition has been completed. The applicant is working with the architect to finalize the architectural plans for the new house. Nothing has been submitted to MCDPS or the Village.

7219 Chestnut St.

The homeowner placed stone tiles over the top of the existing concrete lead sidewalk. A right of way license agreement was prepared for that portion of the sidewalk in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

3405 Cummings La.

The applicant has submitted for a building permit from MCDPS and the Village. The Village issued a building permit on 9/11/17 and construction is on-going.

7208 Delfield St.

A dumpster permit has been issued for interior kitchen improvements in the ex. house. A performance bond has been posted to cover any damage to the Village right of way. The applicant recently amended the MCDPS permit for additional interior improvements.

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The homeowner has planted rose bushes and other plants, outside the new fence at the front of the property and within the Village right of way. A right of way license agreement was prepared for the plantings in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

6702 Melville St.

The Village has issued a building permit to enclose the breezeway between the existing house and garage. On Dec. 19th, MCDPS finalized their building permit, so the Village can release their permit and refund the performance bond.

3404 Shepherd St.

An application has been submitted to add a second floor, a covered front porch, and a covered patio to the existing house. The application has been reviewed. The staff has issued a Village building permit and the work is proceeding. The applicant has submitted a certified height survey, which indicates the addition is in accordance with the Village Code.

7200 Summit Ave.

The construction of the new bay window has been completed and the Village will sign-off as soon as the County signs-off. The County permit is still open.

3510 Taylor Street

The staff has noticed that the existing brick retaining wall within the Village right of way is collapsing, is a safety hazard, and is in need of immediate repair. The staff is attempting to contact the homeowner. A right of way license will be required.

3512 Taylor Street

The staff noticed that when the retaining wall was re-built, the contractor left a 2-inch-wide depressed area between the existing Village sidewalk and the base of the new wall, which may cause a pedestrian to trip and fall. The staff is attempting to contact the homeowner to correct the situation.

3405 Thornapple St.

The staff issued a building permit to relocate the existing house from the adjacent lot and add improvements to the old structure. The improvements include a new curb cut and driveway. The work appears to be completed. The applicant has poured a new driveway and apron and replaced a section of damaged curb. However, several sections of ex. curb have chips and cracks and I recommend they also be replaced. MCDPS has release their permit and the staff recommends releasing the Village's building permit.

MCDPS will not release the sediment control permit until the applicant removes the excess dirt that was placed on the lot at 3407. The additional grading was not approved by MCDPS. I recommend the Village retain the performance bond until the grading has been completed, the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged section of curb are replaced.

3407 Thornapple St.

The staff has meet with the owner’s attorney and engineer regarding the siting of a new house on the lot. The owner’s attorney feels the Village Code is in conflict with the County Code regarding building setbacks and that the County Code should be followed. The staff and Village attorney feel the Village Code is more restrictive, but not in conflict. The applicant is re-working their plan and should soon re-submit it to the Village.

MCDOT – North Delfield St.

The staff has contacted the MCDOT maintenance department about a repairing the existing storm drain inlet at the north end of North Delfield St. MCDOT is not sure who owns the damaged inlet and they are still investigating the situation.

MSHA – Brookville Road

MSHA maintenance staff is investigating the water ponding at the northeast corner of Brookville Rd. and Bradley La. MSHA was recently contacted and they are still looking into a solution for the ponding water. MSHA has stated that sometime in Jan. 2018, they will make the adjustments to the curb, sidewalk ramp, and paving in order to improve the ponding situation. They will call as soon as the contract is awarded and a start date is set. The staff will contact the staff at MSHA for an update.

AMT GIS Update

AMT last updated the Village GIS computer data in 2014. In the spring, a RFP was sent out. The Village has received three proposals and they are being reviewed by the staff.

8:20 PM Financial matters including Treasurer’s Report: Alexander

**Discussion: Should the Village of Martin’s Additions Reduce the Property Tax Rate?
Arthur Alexander (Treasurer) January 18, 2018**

Until fiscal year 2011, the Village’s property tax rate was set at a very low rate. The intention was to have a tax on the books that could be increased in an emergency. Consequently, until about ten years ago, the property tax raised only 3% of the Village’s total revenues. (See Table 1.)

With the onset of the great recession, revenues based on the Village's share of the state income tax plummeted by almost \$400,000, almost 60%. That revenue collapse required the emergency measures contemplated with our low, existing property tax rate. In 2011, property tax revenues jumped by more than \$100,000, rising to 24% of total revenues.

As the economy recovered in subsequent years, income tax revenues gradually climbed; by 2014, they approached the pre-recession level. In the past two years, they have been consistently and significantly above the old peak.

Table 1: Village of Martin's Additions Revenues and Expenditures, FY 2007-17
(dollars)

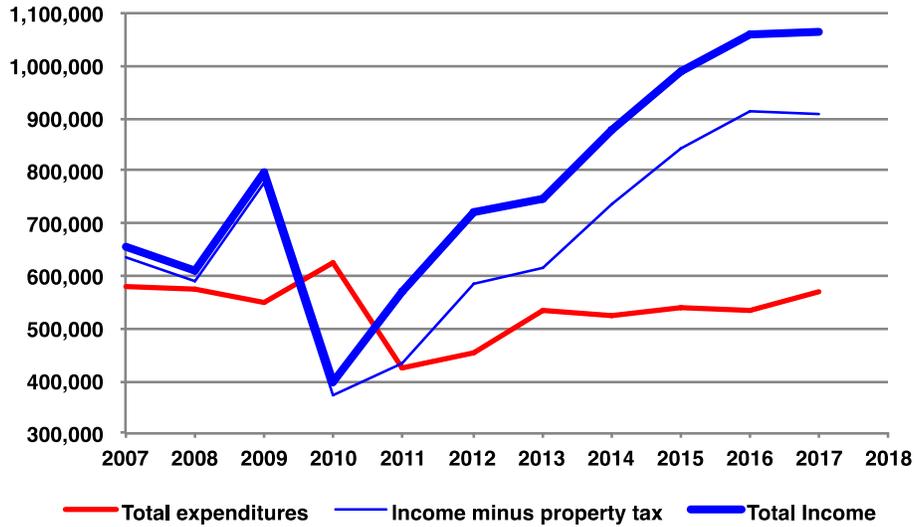
Fiscal year	Income tax	Property tax	Other revenues	Total income	Total spending	% of total: income tax	% of total: property tax
2007	491,494	17,109	144,383	652,986	579,550	75	3
2008	449,475	19,866	140,711	610,052	575,275	74	3
2009	678,966	22,717	97,166	798,850	550,614	85	3
2010	293,972	24,779	77,047	395,797	625,223	74	6
2011	353,851	135,456	80,315	569,621	424,716	62	24
2012	516,346	135,505	69,593	721,444	454,478	72	19
2013	528,000	135,000	84,735	747,735	534,435	71	18
2014	629,374	144,971	105,694	880,039	521,971	72	16
2015	747,818	146,694	95,776	990,288	540,579	76	15
2016	818,013	147,830	94,795	1,060,638	532,142	77	14
2017	717,755	156,501	189,968	1,064,224	570,995	67	15

In the financial crisis year 2011, not only was the property tax increased, but also expenditures were cut by one-third. Close budget controls since then have kept total spending close to the ten-year ago levels. The combination of rising revenues and budget stringency has produced recent annual surpluses of around \$500,000. Those funds were added to the reserve account that serves as a buffer for unexpected fiscal occurrences as well as for large, infrequent capital expenditures. Last year, for example, we spent almost a million dollars on road repaving and the installation of new streetlights; that money came out of designated capital funds put aside from the surplus.

With the recovery of the Village's portion of the state income tax, it is time to revisit the current property tax rate, raised in an emergency a decade ago. Figure 1 shows the time trends of total revenues (thick blue line), revenues excluding the property tax (thin blue line), and total spending (red line). With the surprise collapse of income taxes in 2010, the Village incurred a deficit and had to withdraw funds from our reserves. Since then, we have had continuous surpluses. Indeed, for the past several years, the Village would have run a surplus of more than \$300,000 annually even with no property tax at all. We would have been able to put money in the bank for the emergency rainy day as well as to buttress the capital spending account.

The above facts and trends suggest that we can now safely move back to the low property tax rates of ten years ago.

Figure 1: Village of Martin’s Additions Revenues and Expenditures (dollars)



Motion to approve the Treasurer’s Report by Council member Fattig, second by Council member Cissna. All in favor.

8:35 PM Small Cell Tower Legislation: Bolt

Village Attorney Ron Bolt gave a quick overview of proposed federal legislation being pushed by cell phone companies that would limit local legislation regulating the placement of small cell towers in public rights of way. The Maryland Municipal League is actively engaged in advocating for local governments. The attorneys’ association is holding a meeting on February 8th that will be attended by Mr. Bolt. Council member Cissna directed Manager Trollinger to contact Representative Jamie Raskin’s office to discuss the issue and ensure that the Congressman is aware of the Village’s interest in the matter.

8:40 PM Charter Amendments: Bolt

Village Attorney Ron Bolt briefly explained the history of the Charter amendments, dating back to an independent review of the Village Code and Charter in 2015 as well as his more than 10 years of representing the Village. He further explained that the majority of amendments were simply to clear up inconsistencies in the Charter and eliminate

outdated references to the Village as a Special Taxing District, and address items identified over time and by a recent third-party review. He noted that the Election Committee also recommended changes to make the Village Election more inclusive. Tonight the Council would be discussing these amendments for the first time since late 2015 / early 2016.

Council member Alexander read an email from Village resident Mike Zielinski, objecting to the amendment in Section 301 on the basis that the term "domiciled" has a narrower definition than "resident," and may inadvertently disenfranchise noncitizen residents. The Council also debated whether the reference to students should be included in the Charter.

The Council debated whether the reference to anonymous nominations in the amendment to Section 602 should be eliminated, on the basis that nominations must be made by a qualified voter; and anonymous nominations cannot be verified to have come from a qualified voter.

The Council discussed the amendment to Section 701 (b), specifically whether the Treasurer should be required to sign checks over other Council members, and what mechanisms would exist if the Treasurer were unavailable. The Council did not want the process to be overly burdensome if the Treasurer were not available to sign checks.

No amendments were introduced. The Council directed Village Attorney Bolt to incorporate edits that addressed the concerns that were raised. The amendments will be up for introduction at the next Council meeting on February 15 and there will be a public hearing after that before any amendments would be adopted.

9:11 PM Manager's Report: Trollinger

Village Manager Trollinger gave his report. The Council asked that the Village directory information form be included with the next Village newsletter. The Council instructed staff to upload minutes and recordings as soon as possible, and gave permission to make any upgrades that are necessary if software updates are needed. Council member Alexander asked that Village staff inquire with the County about the possibility of adding crossing guards to the Brookville/Taylor intersection.

Administrative Matters:

- **Holiday Fund:** The Village has collected all holiday fund checks from Village residents and distributed to the Waste Management drivers. In total, Village residents generously gave nearly \$10,000 to the five Waste Management workers who dutifully collect trash, recycling, yard waste, and bulk pickups in VMA. They expressed their thanks to the residents, and were very grateful.
- **Office Redesign and Orientation:** Staff made the initial order for new chairs a few months ago. Earlier this week staff placed the second and final order for office furniture, and is still working out details with a contractor on fixing lights

and repainting the office. Due to budget restraints, the staff has elected not to re-orient the office at this time.

- **Village Wine-Tasting Event:** The Village is planning a second adult Wine Tasting event at La Ferme. We are currently holding February 11th as the date.
- **Other Events:** The Village has begun to look into an "Arbor Day" celebration, which is required for the Village to be designated a Tree City, USA. In addition, we anticipate a back-to-school "Movie in the Park" night in late August or early September. This will give the Village at least five events evenly spaced out throughout the year.
- **Welcome Bags:** The office has received new canvas bags for new residents as part of a welcome package. Thank you to the "Street Captains," organized by the Community Engagement Committee, for volunteering and helping to welcome new residents on their streets.
- **Village Directory:** Village staff has begun work on an updated 2018 Directory. We have created a Village Contact Information form, and are asking that all residents fill out (even if information is unchanged). The form is available on the Village website, and periodic reminder emails will be sent out. Street Captains are also passing out hard copies to residents on each street in VMA.
- **Bill-paying:** The staff has been looking into Bills.com as a way to streamline bill-paying. The recommendation came from the Village Accountant, Dan Baden. Village staff has inquired about the service with the Town of Chevy Chase, which also uses Bills.com, and recommends it highly.
- **Website:** The new website is now live. Because so much information was transferred over, if there are any pages or information that is out-of-date, please let the office know so we can fix that ASAP.
- **Email:** Staff has changed the Village emails to match the website domain name (martinsadditions.org).
- **Mail Delivery:** Several residents have had mail delivery issues for the last several months. Village staff connected residents directly to the Postmaster's office and Jamie Raskin's office, and arranged for the Postmaster and Christa Burton, an aide to Congressman Raskin, to attend the January Village Council meeting to address concerns. *Newsletter:* continues to be published monthly online. The next edition should be going out in the next two weeks. Residents can request to be added to the email list by calling or emailing the Village office. If you wish to receive a hard copy, please contact the Village Office.
- **Trashcan on Thornapple:** The Village has installed a new trash can on Thornapple Street near the dog waste bag dispensers. In the cold weather, there have been concerns about dogs being let out unaccompanied and without leashes, and of dog waste not being cleaned up. Whether you have a dog of your own, or if you have someone watching your pets, please make sure that they are cleaned up after and leashed - not only as a courtesy to neighbors, but also because it is the law in Montgomery County. These laws are covered under the Montgomery County Code, and can be found.
- **Contracts:**

- *GIS*: Village put out a Request for Proposals (RFP) to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data. Bidders have sent updated proposals, and the Village hopes to select a contractor by the end of the month.
- *Waste Management*: The Village's trash and recycling contract with Waste Management will end in July 2018. Village staff will shortly begin drafting a new RFP.
- *Village Signs*: The Village has received multiple bids for Village signs at the entrances to the Village along Brookville Road. Bids range from \$1,500 to over \$5,000, and a variety of materials, from a printed "flat" look, to plywood, to longer-lasting high-density urethane.

Montgomery County Master Plan Transit and Highways

- The Village Council sent a letter to the Montgomery County Planning Board in opposition to the reclassification of Brookville Road from "primary residential" to "minor arterial." County Planning Staff met with the Board on December 14th. Due to feedback, the reclassification of Brookville Road was removed as a recommendation, and is no longer included in the plan.
- The County also wants to incorporate Cummings Lane and Brookville as part of its biking Master Plan. The effect on those streets is likely to be minimal – both will remain shared roadways, and will not be widened nor have a bike lane added; but signs may go up to warn drivers of bicyclists.

Utilities: WSSC

- WSSC is returning to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. WSSC will be holding an information meeting on Wed., January 31 from 7:00 – 8:30 p.m. in the All-Purpose Room of Chevy Chase Elementary School (4015 Rosemary Street). Village staff will be in attendance, and all residents are also invited to attend.

Streets & Sidewalks:

- The Village has completed its Village-wide sign inventory. The Village's traffic engineer, Joseph Cutro, estimates that the cost for sign replacement will be \$7,500 – 8,000. While this will keep us under budget, we may need to amend the Traffic Engineering budget item in the future in case there are any traffic studies or additional work that needs to be done.
 - The cold weather has prevented us from putting in any signs, but we expect to complete by the end of March.
 - Residents on Quincy Street have inquired about a possible traffic study on the street to measure traffic numbers and get a sense of cut-through traffic, and whether a speed bump might help deter it. The Village does not have recent traffic information for that street.

- Roads will continue to be evaluated and potholes filled on an as-needed basis. If a resident has a concern about a pothole, please call the Village office.
- State Highway originally planned construction work to incorporate redesign plans for the Brookville/Taylor intersection this fall. Village staff has met with representatives with State Highway, along with staff from Section 3. However, the project has been delayed in order to incorporate into their plans a fix for ponding issues. Work is now scheduled for spring of 2018. The redesign will move the stop signs closer to each other, reduce the distance pedestrians will have to cross the street, and increase visibility in all directions.

Sanitation:

- The last bulk pickup occurred on January 13, in coordination with A Wider Circle. The next bulk pickup will be March 10. A Wider Circle will do their pickup on Friday, March 9.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

9:33 PM Opportunity for Council to hear residents' comments: Cissna

Frank Correl (Turner Ln.) gave his appreciation that there will be a public hearing on the proposed Charter amendments. He expressed concern about the term "domiciled" in the Charter amendment to Section 602. He also suggests the Village Office publish the names of the various Village committees in the February newsletter, as well as the Chair of each committee. He also recommended that the Village send out newsletters to former Village resident and Council member Steve Schmal, who moved away to San Diego but is still interested in Village goings-on.

Jean Sperling (Shepherd St.) asked how Ron Bolt determines what goes in the Charter vs. the Village Code. She also recommended the Village staff contact Garrett Park staff, who uses County voter rolls for their municipal election.

9:55 PM Adjournment: Cissna

Council member Cissna made a motion to adjourn. Council member Fattig seconded. All in favor.

TO: The Council at the Village of Martin's Additions

FROM: Doug Lohmeyer

DATE OF MEMO: Feb. 15, 2018

SUBJECT: Building Administrator's Report

6701 Brookville Rd.

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AMT GIS Update

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**Village of Martin's Additions
Treasurer's Report
January 2018**

	<u>Jan 18</u>	<u>Budget</u>	<u>Jul '17 - Jan 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
4000 · Revenue					
4010 · Permit Fees	400.00	1,666.00	4,552.00	11,662.00	20,000.00
4020 · Cable TV Franchise Fees	0.00	0.00	3,188.43	2,000.00	8,000.00
4040 · County Revenue Sharing	0.00		26,832.00	26,800.00	26,800.00
4050 · Highway Users Fees	0.00	0.00	18,066.12	17,720.00	23,000.00
4060 · Income Tax	4,398.06	8,000.00	380,795.17	340,200.00	700,000.00
4080 · Personal Property Tax	79.40	1,025.00	4,866.90	5,520.00	6,000.00
4090 · Real Property Tax	62,033.40	58,500.00	152,398.90	138,980.00	150,000.00
4095 · Utility Property Tax	918.72	0.00	918.72	0.00	12,300.00
4100 · Holiday Fund	376.20	500.00	8,359.34	8,000.00	8,000.00
4110 · Interest	2,458.71	415.00	11,753.56	2,905.00	5,000.00
Total 4000 · Revenue	<u>70,664.49</u>	<u>70,106.00</u>	<u>611,731.14</u>	<u>553,787.00</u>	<u>959,100.00</u>
4200 · Prior Years Surplus	<u>0.00</u>		<u>0.00</u>	<u>2,669,694.17</u>	<u>2,669,694.17</u>
Total Income	<u>70,664.49</u>	<u>70,106.00</u>	<u>611,731.14</u>	<u>3,223,481.17</u>	<u>3,628,794.17</u>
Expense					
5000 · General Government					
5010 · Office Expenses	1,062.88	1,250.00	7,433.35	8,750.00	15,000.00
5025 · Office Furniture & Equipment	9,976.75	0.00	9,976.75	12,500.00	25,000.00
5030 · Insurance	0.00	0.00	5,344.00	6,000.00	6,000.00
5040 · Printing & Mailing	498.19	416.00	560.35	2,912.00	5,000.00
5050 · Dues & Subscriptions/Conference	0.00	0.00	4,481.09	4,000.00	10,000.00
5055 · Storage Rental	296.00	292.00	1,835.20	2,044.00	3,500.00
5060 · Office Lease	4,381.34	2,191.00	21,852.45	20,337.00	32,000.00
5065 · Telephone	912.54	292.00	2,041.03	2,044.00	3,500.00
5080 · Holiday Fund	376.20	500.00	8,359.34	8,000.00	8,000.00
Total 5000 · General Government	<u>17,503.90</u>	<u>4,941.00</u>	<u>61,883.56</u>	<u>66,587.00</u>	<u>108,000.00</u>

**Village of Martin's Additions
Treasurer's Report
January 2018**

	Jan 18	Budget	Jul '17 - Jan 18	YTD Budget	Annual Budget
5100 - Salaries & Benefits					
5110 - Managerial & Office Salaries	9,346.16	11,000.00	60,781.61	77,000.00	132,000.00
5120 - Payroll Taxes & Benefits	1,717.20	1,917.00	8,292.13	13,419.00	23,000.00
Total 5100 - Salaries & Benefits	11,063.36	12,917.00	69,073.74	90,419.00	155,000.00
5200 - Professional Fees					
5210 - Accounting & Auditing	2,700.00	3,000.00	24,900.00	27,000.00	42,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	1,550.00	3,333.00	13,100.00	23,331.00	40,000.00
5224 - Enforcement & Oversight	0.00	833.00	2,747.50	5,831.00	10,000.00
5226 - Municipal Operations	0.00	833.00	2,415.00	5,831.00	10,000.00
Total 5220 - Building & Permitting	1,550.00	4,999.00	18,262.50	34,993.00	60,000.00
5230 - Legal	6,195.00	3,333.00	18,998.00	23,331.00	40,000.00
5240 - Police	2,374.90	2,500.00	16,531.53	17,500.00	30,000.00
5244 - Traffic Engineering	0.00	833.00	2,368.00	5,831.00	10,000.00
5246 - Records Retention & Disposal	0.00	0.00	0.00	750.00	1,500.00
5247 - GIS Update	0.00	2,000.00	0.00	10,000.00	20,000.00
Total 5200 - Professional Fees	12,819.90	16,665.00	81,060.03	119,405.00	203,500.00
5300 - Streets					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	1,580.21	1,333.00	7,956.18	9,331.00	16,000.00
5322 - Street Cleaning - Fall/Spring	0.00	0.00	7,260.00	10,000.00	20,000.00
5324 - Street Maintenance - Other	0.00	1,250.00	10,110.80	8,750.00	15,000.00
5326 - Leaf Vacuuming	4,500.00		8,250.00	18,000.00	18,000.00
Total 5305 - Streets - General	6,080.21	2,583.00	33,576.98	46,081.00	69,000.00
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.	0.00	2,500.00	0.00	2,500.00	5,000.00
5351 - Snow Removal - Plowing	6,025.00	10,000.00	6,725.00	10,000.00	20,000.00
Total 5349 - Snow Removal Services	6,025.00	12,500.00	6,725.00	12,500.00	25,000.00
Total 5300 - Streets	12,105.21	15,083.00	40,301.98	58,581.00	94,000.00

**Village of Martin's Additions
Treasurer's Report
January 2018**

	<u>Jan 18</u>	<u>Budget</u>	<u>Jul '17 - Jan 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 - Waste & Recycling					
5410 - Waste Collection & Recycling	7,050.44	7,083.00	56,429.51	49,581.00	85,000.00
5420 - Leaf Bags	0.00		14,025.00	15,000.00	15,000.00
5425 - Recycling Bins	24.18	83.00	94.17	581.00	1,000.00
Total 5400 - Waste & Recycling	<u>7,074.62</u>	<u>7,166.00</u>	<u>70,548.68</u>	<u>65,162.00</u>	<u>101,000.00</u>
5500 - Other					
5510 - Tree Maintenance	11,213.00	2,917.00	17,557.00	20,419.00	35,000.00
5515 - Tree Replacement	10,722.00	5,000.00	10,722.00	5,000.00	5,000.00
5518 - Right-of-Way Landscaping	1,170.00	1,000.00	3,018.99	5,450.00	8,000.00
5520 - Community Events	0.00	0.00	9,149.70	4,500.00	25,000.00
5530 - Website	114.90	416.00	689.40	2,912.00	5,000.00
Total 5500 - Other	<u>23,219.90</u>	<u>9,333.00</u>	<u>41,137.09</u>	<u>38,281.00</u>	<u>78,000.00</u>
5600 - Initiatives					
5630 - Tree Planting Initiatives Prog.	0.00	166.00	0.00	1,162.00	2,000.00
Total 5600 - Initiatives	<u>0.00</u>	<u>166.00</u>	<u>0.00</u>	<u>1,162.00</u>	<u>2,000.00</u>
5800 - Designated Funds					
5810 - Designated - Street	0.00	0.00	0.00	0.00	500,000.00
5811 - Designated Street Lighting	0.00	0.00	0.00	0.00	500,000.00
5812 - Designated - Sidewalk	0.00	0.00	0.00	0.00	500,000.00
Total 5800 - Designated Funds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500,000.00</u>
5900 - Undesignated Fund Balance	0.00		0.00	1,387,294.17	1,387,294.17
Total Expense	<u>83,786.89</u>	<u>66,271.00</u>	<u>364,005.08</u>	<u>1,826,891.17</u>	<u>3,628,794.17</u>
Net Income	<u>-13,122.40</u>	<u>3,835.00</u>	<u>247,726.06</u>	<u>1,396,590.00</u>	<u>0.00</u>

Village of Martin's Additions, Treasurer's Report for January 2018
Arthur Alexander, Treasurer, February 15, 2018

In this report, I want to continue discussion of the Village's revenues, briefly describing each of the main items and their role in Village finances. The table shows the accounting categories for the most recent fiscal year that ended June 30, 2017 (FY2017).

Table 1: Revenues for the Village of Martin's Additions, FY2017 (July 1, 2016-June 30, 2017)

Category	Amount (\$)	Percent of total (%)
Permit Fees	\$10,722	1.0%
Cable TV Franchise Fees	11,480	1.1
County Revenue Sharing	26,907	2.5
Highway Users Fees	21,872	2.1
Income Tax	717,755	67.4
Personal Property Tax	5,198	0.5
Real Property Tax	156,501	14.7
Utility Property Tax	14,537	1.4
Holiday Fund	9,780	0.9
Interest	15,666	1.5
Other Revenue	907	0.1
Washington Gas, Street Work	72,898	6.8
Total	\$1,064,224	100.0%

Permit fees are from the required permits for construction or other major modification to a property. They have been set to capture roughly office and review time.

Cable TV Franchise Fees are collected by the county and paid to the Village as compensation for the cable company's use of the right-of-ways.

County Revenue Sharing includes county property taxes that are returned to the Village according to a formula, intended to compensate for services that would otherwise be provided by the county.

Highway Users Fees are compensation to the Village for our maintaining streets that would otherwise be performed by the county; based on county revenues such as the gasoline tax and distributed according to formula.

Income Tax is the Village's share of the state income tax (17% of the total).

Personal Property Tax is collected on the assets and inventory of a company or business located within the Village.

Real Property Tax is the main property tax based on the rate set by the Village.

Utility Property Tax is based on a rate set by the Village on public utility company property (poles, cables).

Holiday Fund includes private donations collected for trash collection workers.

Interest is the income we receive on our reserve funds that are invested in CDs or the Maryland municipal fund.

Other is where we put miscellaneous revenue.

Washington Gas was a one-time payment to compensate the Village for damage to streets caused by installation of new gas lines.

The main point of this exercise is that most of these revenue categories are relatively minor, except for the income tax and property tax. The Maryland Municipal league and some of the large municipalities are negotiating with the county over the formulas to be used for revenue sharing and the highway users fees. Since these two items add up to less than 5% of our total revenue, shifting the formula by a few percentage points will have little impact on Village finances. However, that is not true for some other municipalities who have a real stake in these negotiations. Where we do have a major stake is in any reinterpretation of state income tax sharing. This subject comes up from time to time, but so far the discussions have not progressed.



Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone)
301-656-0030 (Fax)

Policy No. 2-16-2

Election Rules and Procedures

The Village of Martin's Additions is governed by a municipal Charter that provides for a five-member elected Council to appoint an Election Committee (Committee) that operates according to rules and procedures adopted by the Council, pursuant to Section 602 of the Village Charter. The Committee maintains the voter rolls, accepts and makes nominations of candidates for the Village Council, and oversees the annual election. ~~Any qualified voter may nominate another qualified voter or may declare his or her own candidacy.~~

Village Council Election Process

The Election of Council members takes place on a date determined from year to year in accordance with Section 602 of the Charter. Council members are elected to terms of two years. In general, the number of seats open on the Council alternates between two and three seats every other year unless there is a vacancy as provided for in Section 408 of the Charter. All elections are managed by the Committee. The Committee consists of a minimum of three, but preferably no ~~less-fewer~~ than five, qualified voter volunteers appointed by the Council. The Council may appoint additional qualified voters as short-term, assistant Election Committee members as needed. Each year the details of the election cycle for that year are published in the Village newsletter. The following ~~guidelines-rules and procedures~~ apply:

1. No later than ~~sixty (60)~~seventy-five (75) days prior to the election, the Committee will open the nominations period and request that declarations of candidacy ~~or and~~ nominations of candidates be submitted in writing to the Committee. Any qualified voter may run for office. Residents may nominate themselves or be nominated by another qualified voter. Nominations may be made only by verified qualified voters; anonymous nominations are not permitted. Residents who nominate someone other than themselves must include an email or signed written statement from the proposed candidate expressing his/her consent to be nominated.
2. ~~No later than fourteen (14) calendar days before the election, a~~ All nominated candidates ~~and those submitting declarations of candidacy shall be required to submit~~ (a) a statement of interest and qualifications, and (b) a conflicts of interest disclosure statement, in a form provided by the Ethics Committee. A successful write-in candidate shall be required to submit a conflicts of interest disclosure statement no later than seven (7) business days following the election. The Election Committee may specify any

standard questions to which all candidates are requested to respond.

3. Pursuant to Village Charter Section 602(a), n~~ominations and required candidate submissions~~ must be received in writing at least thirty (30) days prior to the election, in order for the candidate to be placed on the official ballot. No nominations or candidate submissions will be accepted by the Committee if received later than the deadline specified here. The following rules shall apply to each election after the 2016 election (provided the Village Charter is revised accordingly): Anonymous nominations shall not be accepted.

~~1. To allow sufficient time to confirm the interest of nominated candidates, nominations of candidates must be received in writing at least forty five (45) days prior to the election. The Committee will contact any person so nominated to determine such nominee's desire to be a candidate. No nominations will be accepted by the Committee if received later than the deadline specified here.~~

~~o The Committee may specify any standard questions to which all candidates are requested to respond.~~

~~2. No later than thirty (30) days prior to the election, candidates' declaration of candidacy or confirmations of candidacy (if nominated by another qualified voter) and written statements of interest and qualifications must be received in writing by the Committee to be placed on the official ballot. No declarations of candidacy or written statements of interest and qualifications will be accepted by the Committee if received later than the deadline set forth here.~~

~~Blank lines will be placed on the ballot for the purpose of adding write-in candidates at the time of the election.~~

4. Pursuant to Charter Section 602(b), N~~o~~ later than ~~three (3)~~two (2) weeks prior to the election, the Committee shall give public notice of the candidates for office and provide, or provide access to, the written statements of interest and qualifications and shall designate the date of the election, the polling place, and time.

5. The Committee may establish a format, date and time for a public forum for residents to hear from candidates. The forum shall be moderated by the Committee at its sole discretion.

6. Pursuant to the Charter and these rules and procedures, each qualified voter may cast a ballot on the day and at the time designated or may vote by absentee ballot. The rules for voting absentee are set forth under "Absentee Voting" below.

7. Blank lines will be placed on the ballot for the purpose of adding write-in candidates at the time of the election. A successful write-in candidate shall be required to submit a conflicts of interest disclosure statement no later than seven (7) business days following the election.

8. In the event that two or more candidates receive the same number of votes where only one can be elected, there shall be a runoff election within two weeks of the original election. The Council may choose to instruct the Election Committee to hold the runoff election by mail ballot.

9. Each candidate may designate one person as an official observer to be present when the ballots are being counted, although such observer may not participate in or otherwise disrupt the counting of the ballots.

Who Can Vote?

Pursuant to the Charter, a qualified voter is “any person who owns property or any resident of Martin’s Additions who is eighteen years of age or over.” In the case of students, such as college or boarding school students, a student who resides elsewhere during the school year but who maintains a permanent address in Martin's Additions, is deemed a resident and entitled to vote in the Village Council election. Voters in Martin’s Additions need not be registered to vote in Montgomery County or in the State of Maryland. The Committee will utilize the most recent electronically available Village qualified voter contact information to verify residents’ names and addresses. Any voter not listed in the data should be prepared to show a driver’s license, a utility bill or other documentation acceptable to the Committee in its sole discretion showing his/her Martin’s Additions address when he/she comes to the polls. Questions regarding eligibility to vote at the polls or otherwise should be directed to the Chair of the Committee, who will refer the matter to the Committee for determination.

Voting Locations

Voting will be conducted from 5:00-8:00 PM on Election Day in front of the Village Office at 7013B Brookville Road, if weather permits. If the weather is inclement, voting will take place in the Village Office with appropriate accommodations to be made by the Committee for accessibility concerns. All qualified voters are encouraged to vote by casting their ballots in the polling area. Write-in candidates are permitted. All voting is by secret ballot and election procedures are designed to ensure that voters have the opportunity to cast ballots in privacy. A street festival, “Celebration on the Sidewalk,” traditionally takes place during the voting.

Absentee Voting

Residents may apply for an absentee ballot. To ensure privacy, absentee ballots will be assigned randomized control numbers and will not reflect any voter information on the ballot. Control numbers will be maintained by the Committee and will be utilized by the Committee for purposes of authenticating absentee ballots received. Absentee ballots may be requested from the Committee using any of the following methods:

(1) by coming to the Village Office (7013 Brookville Road, Suite B) in person to complete an absentee ballot application provided by the Committee, or

(2) by sending a request via

(a) email to VMAelections@gmail.com or

(b) mail to the Committee's P.O. Box.

Such correspondence will be considered to be a ballot application and must contain the qualified voter's full name and permanent address in Martin's Additions together with a stated preference for receiving the absentee ballot by mail or e-mail. If no such preference is stated, the request will be deemed to have specified a delivery preference of mail through the United States postal service. Following verification that the requester is a qualified voter by the Committee, an absentee ballot and instructions will be mailed or emailed, as specified, to the requesting voter.

Absentee ballots may be requested on an individual or household basis by the qualified voter or a member of his or her household; provided, that if the absentee ballot request states e-mail as a delivery preference, each voter for whom an absentee ballot is requested must have a separate individual e-mail address for receipt of such absentee ballot, and such e-mail address must be provided with the request for each such qualified voter. The Committee will not accept absentee ballot requests from any person or by any method except as described in this Absentee Ballots section.

Absentee ballots can be requested starting 21 days prior to election day.

Absentee ballots must be received by the Committee by election day by one of the methods below. The Committee takes no responsibility for late ballots. Requests for absentee ballots should be made sufficiently in advance of the election to allow time for delivery. Delivery times cannot be guaranteed. Completed absentee ballots must be returned to the Committee according to the following procedures:

(1) by mailing via the United States postal service the completed ballot to the Committee post office box as indicated on the absentee ballot instructions, to be received by 3 p.m. on election day.

(2) by personally dropping the absentee ballot in the slot in the locked ballot box in the VMA office no later than 3:00 p.m. on the day of the election. The ballot must contain the assigned control number on the outer envelope to be considered eligible. Security of the locked ballot box will be maintained by the Committee and only designated members of the Committee will have access to the contents of the ballot box. Residents should not ask Village staff to handle completed ballots at any time.

(3) by submitting the ballot in person at the polling place on Election Day during regular voting hours following verification by the Committee of the resident's identity and the ballot's control number.

Electioneering

1. Candidates' election materials:

(a) Residents may distribute candidates' information to Village residents, provided that such distribution complies with applicable laws, including Sections 7-208 and 9-106 of the Village Code and the United States postal service regulations (for example, no unstamped non-postal material in residents' mailboxes).

(b) All candidates' brochures and election materials must prominently state that they have been paid for by (or on behalf of) the candidates.

(c) Use of the Village logo and/or letterhead on election campaign materials is prohibited. Candidates' materials may not imply, suggest, or give the impression of any official endorsement by the Village of Martin's Additions.

(d) Candidates' campaigns may give residents token gifts that display candidate information, provided that such gifts do not exceed \$1 in fair market value.

2. Yard signs: Residents may display candidates' yard signs, provided that the size, location, construction, and duration of such signs comply with the County's sign ordinance (Article 59-F of the Montgomery County Code).

3. On Election Day, the Election Committee shall exercise its discretion to set and enforce a reasonable "No Electioneering Zone" around no electioneering is permitted within 100 feet of the polling place (ballot table) of no greater than a 100-foot radius. Sound amplification systems such as bullhorns will not be permitted.

Policy Number: 2-16-2

Action/Adoption: February 18, 2016

Effective Date: February 18, 2016

Resolution No.: 2-18-1
Introduced: February 15, 2018
Adopted:
Effective Date:

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: A RESOLUTION TO AMEND THE ELECTION RULES
AND PROCEDURES.

WHEREAS, Maryland Code, Local Government Article, Section 5-202, as amended, grants to the legislative body of every incorporated municipality in Maryland, including the Village of Martin's Additions, general power to pass such ordinances not contrary to the Constitution of Maryland or public general law as they may deem necessary in order to assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the citizens of the municipality; and

WHEREAS, Section 2-101 of the Code of Ordinances of the Village of Martin's Additions establishes a Village Election Committee to manage all Village elections; and

WHEREAS, pursuant to the Village Charter, Section 602, the Election Committee shall operate according to rules and procedures adopted by the Council; and

WHEREAS, the Village Council finds that the rules and procedures attached hereto, as amended, would promote the good government of the Village and protect and preserve the Village's rights, property, and privileges; and

WHEREAS, this Resolution was considered in open session on February 15, 2018, and _____, 2018.

NOW, THEREFORE, BE IT:

RESOLVED that the amendments to the attached Election Rules and Procedures be and are hereby adopted by the Village Council, and it is further,

RESOLVED, that the foregoing Resolution shall become effective on the ____ day of _____, 2018, and it is further,

RESOLVED, that written notice of the adoption of the foregoing Resolution shall be provided to Village residents in accordance with Section 502(d) of the Village Charter, and it is further,

RESOLVED, that the foregoing Resolution shall be permanently filed by the Secretary and kept available for public inspection.

Richard Krajeck, Chair
Village Council

I, the undersigned Secretary of the Village Council, hereby certify that the foregoing Resolution was adopted by the Council at its meeting on _____, 2018.

Susan Fattig, Secretary

Charter Amendment Res. No.:
Introduced: February 15, 2018
Adopted:
Effective Date:

VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS

A RESOLUTION TO AMEND SECTION 101 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 101 of the Charter to delete the reference to the abolition of the special taxing district, as such reference is no longer necessary.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 101.

The residents of Martin's Additions to the Village of Chevy Chase, Montgomery County, Maryland, hereby legally establish and adopt this Charter for the purpose of establishing a municipal corporation by the name of The Village of Martin's Additions (hereinafter Martin's Additions or Village) with all the privileges of a body corporate, by that name to sue and be sued, to plead and be impleaded in any court, to have and use a common seal and to have perpetual succession, unless the Charter and the corporate existence are legally abrogated. [Upon ratification of the Charter and the setting of a date for incorporation by the Montgomery County Council, the residents shall seek to introduce legislation before the State legislature providing for the simultaneous abolition of the Martin's Additions special taxing district.]

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, Chevy Chase, MD 20815 for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: February 15, 2018
Adopted:
Effective Date:

VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS

A RESOLUTION TO AMEND SECTION 301 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 301 of the Charter to amend the definition of resident for purposes of voting eligibility, to delete the requirement that a voter presently live in the Village.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 301.

For the purposes of these Articles, the following terms are defined as set out below:

"Council" is the Village Council of Martin's Additions, the governing body herein created.

"County" is Montgomery County, Maryland.

"County Council" is the County Council of Montgomery County, Maryland, or any succeeding governing body for Montgomery County.

"The Village of Martin's Additions" is the Corporate body herein created.

"Property" refers to real property.

"Qualified Voter" is any person who owns property or any resident of Martin's Additions who is eighteen (18) years of age or over.

"Resident" is a person who [presently lives] resides in Martin's Additions and has done so for the previous six (6) months.

"State" is the State of Maryland.

"Written Notice" includes notice by publication in a newspaper or newsletter generally distributed throughout Martin's Additions.

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: February 15, 2018
Adopted:
Effective Date:

VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS

A RESOLUTION TO AMEND SECTION 405 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 405 of the Charter to raise the spending amount that a quorum of Council members must approve, from \$1,000 to \$5,000, or such other amount as may be established by ordinance.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 405. Quorum.

Three (3) members of the Council shall constitute a quorum for the transaction of business. All actions involving passage of ordinances or regulations under Sections 501 and 502, the election of officers, the certifying of tax rates, or the authorization of expenditures of funds in excess of [one] five (5) thousand dollars or such greater amount as may be established by the Council by ordinance, except for the payment of current bills, shall require the affirmative vote of at least three (3) members of the Council.

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in

the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: February 15, 2018
Adopted:
Effective Date:

VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS

A RESOLUTION TO AMEND SECTION 406 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 406 of the Charter to delete the superseded reference to the bylaws and to provide that meetings may be closed according to the Open Meetings Act.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 406. Meetings.

The Council shall meet monthly [on a date and at a time set out in the bylaws] and at other times as may be determined to be necessary by either the Chairman (during his or her absence or incapacitation the Vice-Chairman) or three (3) members of the Council. Meetings of the Council shall be open to the public which shall have a reasonable opportunity to be heard. The Council may cancel or reschedule meetings. Nothing in this Section shall be construed to prevent the Council from holding [executive] closed sessions as provided for [in Article 76A of the Annotated Code of Maryland] by the Open Meetings Act, as amended. No tax rate, ordinance, rule or regulation shall be finally adopted at executive sessions.

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy

Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: February 15, 2018
Adopted:
Effective Date:

**VILLAGE COUNCIL OF
THE VILLAGE OF MARTIN'S ADDITIONS**

**A RESOLUTION TO AMEND SECTION 602 OF THE CHARTER
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 602 of the Charter to delete the requirement that the Elections Committee operate pursuant to the Village bylaws, because the Village currently does not operate pursuant to bylaws and has not done so since the Village was a special taxing district. This Resolution would further delete the requirement that nominations be submitted at least 30 days before an election, and allow instead nominations to be submitted according to election rules and procedures adopted from time to time. The Resolution would provide that nominations be submitted to the Election Committee instead of the Council, and would allow candidates statements to be submitted instead of resumes.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 602. Elections.

The election of Council members, which shall be by secret ballot, shall take place between March 1 and May 15 each year. Except for the transition election provided for in Section 409, Council members shall be elected to terms of two (2) years.

All elections shall be managed by an Election Committee. The Committee shall consist of a minimum of three (3) people appointed by the Council from qualified voter volunteers openly and fairly solicited. The Council shall appoint the Committee upon taking office. The Committee shall serve through the succeeding election of Council members. The Committee shall operate according to rules and procedures adopted by the Council [and set out in the Village by-laws]. Exceptions to these provisions may be made for the transition election as provided for in Section 409.

(a) Not less than sixty (60) days prior to the election, the Election Committee shall request that written nominations be submitted to the [Council] Election Committee. Any individuals who qualify under Section 402 may declare their

candidacy or be nominated by another qualified voter according to the election rules and procedures. Nominations and related candidate submissions must be received in writing [at least thirty (30) days prior to the election] by the deadlines set forth in the election rules and procedures.

(b) At least two (2) weeks prior to the election, the Election Committee shall give written notice of the nominations together with [resumes of the nominees] candidate statements and designate the date of the election, the polling place and time.

(c) Each qualified voter may cast a ballot on the day and at the time designated. Qualified voters unable to vote in person may vote by absentee ballot. The Council shall determine the rules for absentee voting based upon the recommendation of the Election Committee.

(d) In the event that two (2) or more candidates receive the same number of votes where only one can be elected, there shall be a runoff election within two (2) weeks of the original election. The Council may choose to hold the runoff election by mail ballot.

(e) Those persons elected to new Councils shall take office on July 1 following the election. The term of former Councils shall expire simultaneously with the taking of office by the new Council member(s).

(f) The Council is authorized to pass other regulations governing elections deemed necessary and consistent with this Section.

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a

referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: February 15, 2018
Adopted:
Effective Date:

**VILLAGE COUNCIL OF
THE VILLAGE OF MARTIN'S ADDITIONS**

**A RESOLUTION TO AMEND SECTION 902 OF THE CHARTER
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 902 of the Charter to require the Village Manager and all Council members to be bonded.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 902. Surety Bonds.

[The Chairman, Treasurer] All Council members and the Village Manager, and other officers or employees designated by the Council, shall give bond in the amount and to the surety designated by the Council. However, the premiums on the bonds shall be paid by the [Council] Village.

NOTE: Underlining indicates language added to the Charter
[**Boldface Brackets**] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a

postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: February 15, 2018
Adopted:
Effective Date:

**VILLAGE COUNCIL OF
THE VILLAGE OF MARTIN'S ADDITIONS**

**A RESOLUTION TO AMEND SECTION 903 OF THE CHARTER
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 903 of the Charter to delete the superseded reference to the bylaws and clarify what disclosures are required as a condition of seeking employment or elected office.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 903. Disclosure.

Any person seeking elected office in or employment by Martin's Addition shall [make disclosures as set out in the bylaws] submit a conflicts of interest disclosure in a form recommended by the Ethics Committee and approved by the Council.

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a

referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Charter Amendment Res. No.:
Introduced: February 15, 2018
Adopted:
Effective Date:

**VILLAGE COUNCIL OF
THE VILLAGE OF MARTIN'S ADDITIONS**

**A RESOLUTION TO AMEND SECTION 906 OF THE CHARTER
OF THE VILLAGE OF MARTIN'S ADDITIONS**

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 906 of the Charter to delete the superseded reference to the Maryland Code.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 906. Amendment.

This Charter may be amended from time to time in the manner provided for [in Article 23A of the Annotated Code of] by Maryland law.

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of

the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Richard Krajeck, Chair

Arthur Alexander

Tiffany Cissna

Katya Hill

Susan Fattig

ATTEST:

Matt Trollinger, Village Manager

Manager's Report February 15, 2018

Administrative Matters:

- **Recycling Bins:** Residents who need to "upgrade" to a larger recycling bin should contact the Village office and we can order one for you. The recycling Toters come in 36 gallon and 48 gallon sizes.
- **Office Redesign and Orientation:** New furniture will arrive and be installed on February 27. The Village will also be fixing up the walls by spackling holes and repainting, fixing the lights, and shampooing the carpet.
- **Village Wine-Tasting Event:** The Village held a Wine Tasting event at La Ferme on February 11th with the help of the Community Engagement Committee, who helped incorporate a "cookie potluck" element and a kids' table into the evening. Thank you to all Village residents who were able to attend, we hope that you had a good time and that we can enjoy more events such as this in the future. We had over 100 residents attend the event, and the reaction was generally very positive. We still have 16 bottles left over at La Ferme which we can use at the Celebration on the Sidewalk.
- **2018 Village Election:** The Election Committee had its most recent meeting on Monday February 12. Preparations for the election are beginning, and nominations will open on February 24.
- **Other Events:** The Village has begun to look into an "Arbor Day" celebration, which is required for the Village to be designated a Tree City, USA. In addition, we anticipate a "Movie in the Park" night in late Aug. or early Sept. This will give the Village at least five events evenly spaced out throughout the year.
- **Welcome Bags:** The office has received new canvas bags for new residents as part of a welcome package. Thank you to the "Street Captains," organized by the Community Engagement Committee, for volunteering and helping to welcome new residents on their streets. If any residents know of a new resident, please let the Village office know and we can arrange for them to get a welcome bag.
- **Village Directory:** Village staff has begun work on an updated 2018 Directory. We have created a Village Contact Information form, and are asking that all residents fill out (even if information is unchanged). The form is available on the Village website, and periodic reminder emails have been sent out. Street Captains have also passed out hard copies to residents on each street in VMA. We will soon be sending drafts of each street out to be checked by residents before sending it off to the printer.
- **Bill-paying:** The staff has been looking into Bills.com as a way to streamline bill-paying. The recommendation came from the Village Accountant, Dan Baden. Village staff has inquired about the service with the Town of Chevy Chase, which also uses Bills.com, and recommends it highly. Staff has followed up with the Village's auditors at LSWG, who have multiple clients, including municipalities, who use Bill.com or other online bill-paying services.
- **Contracts:**
 - **GIS:** Village put out a Request for Proposals (RFP) to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data. Bidders have sent updated proposals, and they have been reviewed by staff, and references have been checked. Village recommends CNA Engineering for the project based on their proposal cost, responsiveness, and references. The estimated cost of the project is about \$27,000. We currently have budgeted \$20,000 for the GIS update, so a budget amendment will be needed to pay for it.
 - **Waste Management:** The Village's trash and recycling contract with Waste Management will end in July 2018. Village has begun drafting a new RFP, but perhaps an invitation to bid would be more appropriate. The Village may also be interested in composting services.
 - **Village Signs:** The Village has received multiple bids for Village signs at the entrances to the Village along Brookville Road. Bids range from \$1,500 to over \$5,000, and a variety of materials, from a printed "flat" look, to plywood, to longer-lasting high-density urethane. We have asked for references and examples to look at before selecting a designer.

Community Engagement

- **Montgomery County Council District 1 Candidate Forum:** The Village of Martin's Additions has joined with The Town of Chevy Chase, Chevy Chase Village, Edgemoor, Hillmead, East Bethesda, Somerset, Chevy Chase West, Battery Park, Section 3 of the Village, Coquelin Run, and the Coalition of Bethesda Area Residents (CBAR) in co-sponsoring a nonpartisan candidate forum for the Montgomery County Council District 1 seat. The sponsorship comes at no cost, and there is no call for volunteers. However, as a sponsoring community, VMA residents are encouraged to submit questions to be potentially asked at the forum to. The event will be held at 7:00 pm on Wednesday, March 14th in the National 4-H Conference Center auditorium, 7100 Connecticut Avenue, Chevy Chase, MD 20815. As of this report, eight of the nine candidates have RSVP'd to the event. All residents are encouraged to attend.
- **Purple Line Advisory Committee:** There are likely to be road closures and other issues that arise due to Purple Line construction that is slated to begin this spring. Some of the surrounding communities have appointed a resident representative to sit on the Community Advisory Team (CAT) for Purple Line construction in Bethesda/Chevy Chase.

Utilities: WSSC

- WSSC is returning to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. WSSC held an information meeting on January 31. Village staff attended the meeting, along with a few residents. Unfortunately, WSSC has *still* not selected a contractor, so specific start-time information was not available. They expect work to begin in the spring and for the project to last 100 days in its entirety.
- Other streets that may affect traffic for VMA residents: a section of Brookville Road, and Cummings Lane beyond the boundaries of the Village.

Streets & Sidewalks:

- The Village has completed its Village-wide sign inventory. The Village's traffic engineer, Joseph Cutro, estimates that the cost for sign replacement will be \$7,500 – 8,000. While this will keep us under budget, we may need to amend the Traffic Engineering budget item in the future in case there are any traffic studies or additional work that needs to be done.
 - Sign replacement will begin in the next couple of weeks and wrap it up by the end of March.
 - Residents on Quincy Street have inquired about a possible traffic study on the street to measure traffic numbers and get a sense of cut-through traffic, and whether a speed bump might help deter it. The Village does not have recent traffic information for that street. Village staff has instructed Joe Cutro to look into the weeks of February 26 and/or March 12 to compile data.
- State Highway originally planned construction work to incorporate redesign plans for the Brookville/Taylor intersection in the fall. However, the project has been delayed and is now scheduled for spring of this year. The redesign will move the stop signs closer to each other, reduce the distance pedestrians will have to cross the street, and increase visibility in all directions.
- Spring street cleaning is penciled in for March 5. Rolling Acres will also be picking up salt bins.

Sanitation:

- The last bulk pickup occurred on January 13, in coordination with A Wider Circle. The next bulk pickup will be March 10. A Wider Circle will do their pickup on Friday, March 9.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

Proposal – GIS Database Update and Maintenance

Section 5 – Project Pricing

The costs outlined below are CNA’s estimated work effort required to complete the tasks described within this proposal. Work is intended to be performed on a Time and Material, Not to Exceed basis. Any additional work necessary outside the scope of work described in this proposal will be completed per the established rate schedule attached, an Extra Work Authorization (Change Order) will be written that will itemize the requested tasks and show the anticipated additional charges. Extra work will only be performed upon the Client’s written authorization to proceed.

All fees are exclusive of all governmental fees, print fees, document preparation, etc. and do not include any additional work beyond the Scope of Services listed. Additional work will require prior approval by the client. Payment in full will be due upon receipt after completion of the survey.

For the purpose of this proposal, our fee quotes are valid for thirty (30) days from the date of this proposal.

Task	Fee
Item 1: Establish GIS/GPS control points	\$ 3,000
Item 2: Establish survey control network	\$ 7,900
Item 3: Input all new data into Village database	\$ 3,360
Item 4: Provide tool for calculation of established building line	\$ 7,520
Item 5: Annual GIS updates and maintenance	
Item 6: Field visits and field surveys to update changes	\$ 3,000
Item 6a: Offer insight and recommendations	\$ 3,000

Proposal – GIS Database Update and Maintenance

Rate Schedule

Village of Martin's Additions

Position Description	Hourly Rate
President, Senior Vice-President	\$175
Principal in Charge	\$150
Project Manager	\$125
Drafter/Designer/CAD	\$65
Permit Coordinator	\$45
Chief of Surveys	\$150
Field Manager	\$125
Surveyor	\$125
Survey Crew	\$135
GPS Crew	\$150
Survey Technician	\$75
GIS Project Coordinator	\$112
GIS Network Analyst	\$108
Sr. GIS Analyst	\$94
GIS Analyst	\$84
Sr. GIS Technician	\$71
GIS Technician	\$60
GIS Associate	\$48

(Effective July 1st, 2017 to December 31st, 2017)

MONTGOMERY CONSULTING
MEMO

TO: Matt

FROM: Doug Lohmeyer

DATE OF MEMO: Oct. 4, 2017

SUBJECT: Revised GIS Scope of Work

Here is my draft of the revised scope of work for the GIS contract based on our two meetings with the bidders. I believe Beth had a spread sheet or list of houses that have changed since the last AMT update. That information will be helpful to the consultants to give an accurate price. Let me know what you think.

1. The Village of Martin's Additions (VMA) will obtain the latest version of the horizontal and vertical controls and data from AMT and provide that information to the consultant. **All data to be provided to CPJA at no cost**
2. The consultant will verify the accuracy of the AMT information. **CPJ to identify the component pieces of data provided in item 1 above including point data, lines, shapes, figures, blocks, images, database and format, review the lot lines for consistency with plats and deeds; recover existing control points as needed, verify coordinate system, verify property corners indicated as found with the property line data, field verify the integrity of all other features in the data provided, approximate fee \$18,000**
3. The consultant will verify that the Village on-site system is updated with the latest information. **CPJA IT staff to review current version of ESRI software, computer hardware. This might be able to be done remotely but probably best done with a site visit. Approx. fee \$2700**
4. The consultant will input the recently modified house front walls, as define in the VMA Code, from the Site Plans provide by VMA. **CPJ to locate the fronts of the new houses that need to be updated in the database and add the data to the database. Approx. fee \$3500**
5. The consultant will input the photos of the front of the recently modified house provided by VMA. **CPJA to take new photos of the fronts of the houses that need to be updated based on info from VMA and include in database. Approx fee \$2300**
6. The consultant will update the system to reflect the recently modified WSSC water and sewer surface structures provided by VMA. **CPJA to locate new WSSC water**

and sewer features and add to database. Approx fee of \$3000 which assumes one full day of field work, one full day in office by a technician to process data and add to the database.

7. The consultant will input the latest tree species and diameters of trees within the VMA right of way from plans provided by the VMA arborist. CPJA to update the tree inventory database with the diameter and species provided by the VMA arborist. The fee will assume that the initial positions have been provided in item 1 above and that they have been visually verified by CPJA in item 2 above. Approx fee \$4300.
8. The consultant will determine the distance from the front wall of all the houses to the VMA right of way, which will in the future be used by VMA to calculate the EBL. CPJA to analyze existing data from item 1 above and include the new front wall locations from item 4 above and provide a front setback number from the respective front rights of way lines and input into database for use in future EBL calculations. Approx fee \$3800
9. The consultant will provide an estimated cost of the office and field time required to annually update the data base for Items 4, 5, & 8 above, assuming 5 houses are modified a year. Approx. fee \$2700
10. The consultant will provide an estimated cost of the office and field time required to update the data base every three years for Item 7 above. CPJA to verify the current DBH of all of the trees in the database and delete the ones that have been destroyed/removed and include/add the new plantings. Approx fee \$5700.