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

**Agenda for
Council Meeting
November 16, 2017**

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 FY2017 Audit Report: Linton, Shafer, Warfield & Garrett
- 8:00 PM Opportunity for Council to hear residents' comments: Krajeck
- 8:15 PM Ethics Committee Update: Efron
- 8:20 PM Election Committee Update: Langelan
- 8:30 PM Action on Meeting Minutes of October 19, 2017: Krajeck
- 8:35 PM Financial matters, including Treasurer's Report: Alexander
- 8:40 PM Building Administrator's Report: Lohmeyer
- 8:50 PM Manager's Report, including updates on streetlights, GIS bids, website, leaf vacuuming, RFPs and contracts: Trollinger
- 9:05 PM Opportunity for Council to hear residents' comments: Krajeck
- 9:15 PM Adjournment: Krajeck

* Please Note: The previously scheduled variance hearing for 3407 Thornapple Street has been postponed until Wednesday, December 6th at 7:30 PM.

VILLAGE OF MARTIN'S ADDITIONS
Presentation of Audit Report
Fiscal Year Ended June 30, 2017

Joseph M. McCathran, CPA
Linton Shafer Warfield & Garrett, P.A.

I. INDEPENDENT AUDITORS' REPORT: In front of financial statements

The report indicates that we have conducted our audit in accordance with generally accepted auditing standards, and we found that the financial statements present fairly, in all material respects, the financial position and results of operations for the years ended June 30, 2017 and 2016 in conformity with U.S. generally accepted accounting principles.

Basic Financial Statements - Include:

- Management Discussion and Analysis - Prepared by the Village to summarize the year's results.
- Exhibit A-1 & A-2 presented under full accrual, to include fixed assets and depreciation.
(Presentation similar to business reporting.)
- Exhibit A-3 & A-4 - Modified accrual basis. Fixed assets and depreciation not included.
(Presentation using budget basis)
- See reconciliations between the two methods on Exhibit A-4 and A-6.
- Notes to financial statements - Provide additional explanatory information.
- Exhibit B-1 - Detail of budgetary comparisons.

II. SEPARATE LETTER - Dated October 26, 2017

- Our responsibility under U.S. Generally Accepted Auditing Standards
- Significant Accounting Policies - Note 1 to financial statements
- Accounting estimate - Wynne liability to the State increased from \$149,988 in 2016 to \$196,949 in 2017. (Note 5)
- Audit adjustments - No significant impact on revenue or expenditures.
- Disagreements with management - none
- Consultation with other independent accountants - none known
- Difficulties encountered in performing the audit - none

III. COMPARISON OF BUDGET TO ACTUAL:

GENERAL FUND - Exhibit B-1

- Revenues (24% over budget)
- Expenditures (33% under budget)

Final Budget	2017 Actual	Over (Under)
\$ 856,600	\$ 1,063,385	\$ 206,785
2,142,725	1,436,199	(706,526)
<hr/>		
Revenues Over (Under) Expenditures	\$ (1,286,125)	\$ (372,814) \$ 913,311

Expenditures under budget primarily attributable to street, sidewalk and street light repairs budgeted for \$1,450,000. Expended only \$865,207 for variance of \$584,793.

VILLAGE OF MARTIN'S ADDITIONS
Presentation of Audit Report
Fiscal Year Ended June 30, 2017

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COMPARISON TO PRIOR YEAR

Expenditures - See Exhibit A-5

	Year 2016	Year 2017	Increase (Decrease)
General Government	\$ 378,417	\$ 352,598	\$ (25,819)
Public Works	211,470	1,022,878	811,408
Public Safety	33,841	40,276	6,435
Parks and Recreation	21,013	20,447	(566)
Total Expenditures (124% increase)	<u>\$ 644,741</u>	<u>\$ 1,436,199</u>	<u>\$ 791,458</u>
Revenue Over (Under) Expenditures	<u>\$ 424,239</u>	<u>\$ (372,814)</u>	<u>\$ (797,053)</u>

Significant Changes in Expenses:

	2016	2017	Change
General - administration & other	\$ 237,533	\$ 264,942	\$ 27,409
General - Building , permits & enforcement	60,295	46,943	(13,352)
General - legal	80,589	40,713	(39,876)
Public works - street & sidewalk improvements	3,816	865,207	861,391
Public Safety	33,841	40,276	6,435
Public Works - Snow removal	25,991	10,801	(15,190)
All other expenditures	202,676	167,317	(35,359)
Total Expenditures (% increase)	<u>\$ 644,741</u>	<u>\$ 1,436,199</u>	<u>\$ 791,458</u>

Cash and investment balances

Total Expenditures (% increase)	<u>\$ 644,741</u>	<u>\$ 1,436,199</u>	<u>\$ 791,458</u>
Cash and investment balances	<u>\$ 2,895,093</u>	<u>\$ 2,471,784</u>	<u>\$ (423,309)</u>

Summary:

Fund Balance is approximately 1.7 times annual expenditures at June, 2017 and 4.4 at 2016.

Cash and investments make up 70% of total assets in 2017 and 94% in 2016.

Wynne Income Tax Liability - based on tax returns filed for years 2009 to 2014:

Reduced Net Position in 2015 by \$129,140, but liability increased to \$196,949 at 6/30/17 due to change in estimate from amended returns. Repayable over 20 quarters beginning May of 2019.

Does not reduce Governmental Fund balance until withheld by State beginning May of 2019.

(Exhibits A4 & A5)

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
October 19, 2017

Council Members Present: Richard Krajeck; 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); Bernice Duval (Taylor St); Marty Langelan (Chestnut St); Diane Everts (Raymond St.).

7:30 PM Call to Order: Krajeck

7:32 PM Opportunity for Council to hear residents' comments: Krajeck

Keith Allen (Turner Lane) reported that there will be some much-needed rain in late October, but that Halloween was looking clear.

Bernice Duval (Taylor St.) asked the Village to keep her and others informed on 3412 Taylor Street, which is up for sale. The lot has drainage issues, and is smaller in total area than the County's building requirements. Council member Alexander noted that in the past there were suggestions that the Village buy the property and keep it as a Village park.

Marty Langelan (Chestnut St.) inquired about the street light at her property that had been moved down a pole. She also commended the neighborhood's Halloween spirit, as evidenced by the decorations throughout the Village

7:40 PM Community Engagement Committee Update: Trollinger

The Community Engagement Committee has been finalizing logistics for the Halloween celebration, to be held on Halloween day this year. Council member Krajeck also noted the Committee has begun looking into a holiday party.

7:45 PM Election Committee Report: Langelan

Committee Chair Marty Langelan reported that the Election Committee had revised its rules, mainly to deal with two large issues: (1) the nomination "hoax" from the year before; (2) the short window between the nominations being due and election packets being sent out. The committee recommended moving the nomination deadline to 45 days, which would require a charter amendment.

at the December 21st Council meeting, because there will not be 30 days between the October and November Meetings.

8:25 PM Annual Survey: Hill

The Council reviewed the results from the Annual Survey. In general, there continued a positive trend in that more respondents were satisfied with Village operations, and fewer respondents were unsatisfied. There were also fewer negative comments, and election was seen as fairly administered. The Council reviewed comments, and suggested that police be added to more Council meeting agendas moving forward and that information sent on emails be posted on the Village website. The Council commented on the good work done by Lee's Trees for leaf vacuuming throughout the Village, and that it seems to be a good service, though hopefully more people will participate moving forward. A few residents commented on 7210 Chestnut – the Council instructed Village staff to make sure that the property is kept clean while the charity A Second Chance salvaged what it can from the house. The Council also suggested that residents send their event ideas to the Community Engagement Committee.

8:40 PM Discussion of Village of Martin's Additions Council letter to County Planning Board: Krajeck

The Council reported that it would send its letter in opposition to the Brookville Road reclassification out the following week. The Council reviewed photos taken on Brookville Road by Village Operations Manager, Wayne C. Fowler, and selected six photos to be sent alongside the letter that illustrate some of the Council's points of contention. The Council commended Mr. Fowler for his excellent work.

8:45 PM Financial matters including Treasurer's Report: Alexander

July 2017 through September 2017

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 44,254	61,873
Expenses (excluding capital projects)	121,424	156,313
Net Income (revenues minus expenses)	-77,170	-94,440
Capital expenditures	\$0	
Unspent funds capital improvements funds	\$584,795	

Reserve account (current assets less unspent designated allocations): \$1,811,813

Only a small portion of the Village's income has been received. We do not expect the first major transfer of our portion of the state income tax until the end of November. At that time, we will have a better understanding of this fiscal year's income as well as estimates of road and sidewalk repair costs. With these estimates in hand, we should be able to

- Village Staff has approved the redesign of the website and has undergone new training for the website. Final updates are being made, and the website should be able to go live very shortly.
- *Email:* Staff has begun to look into changing the Village email to match the website domain name (martinsadditions.org).
- *Contacting the Office:* The VMA Office is staffed from 9:00 am – 5:00 pm Monday through Friday. Often, at least one staff member will be in the office beginning at 8:00 am as well. Outside of the regular office hours, the best way to get in contact with Village staff is via email at martinsadditions@gmail.com. Any changes to regular office hours will be communicated via email.
- *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.
- *Maryland Municipal League Fall Conference:* The Village Manager attended the Maryland Municipal League's annual Fall Conference in Rockville.
- *Trashcan on Thornapple:* The Village has ordered a trash can to be placed on Thornapple Street near the dog waste bag dispenser to cut down on litter in the area. Waste Management will pick up from the trash can as part of its regular schedule.
- *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. The Village staff met with two finalists for the service, and are working with the companies to determine pricing options based on the service that we want.
 - *Leaf Vacuuming:* Martin's Additions has begun leaf vacuuming on a trial basis this fall. Lee's Trees will provide the service. The first service was on Wednesday October 18, and will continue every other Wednesday through November. In addition, leaf bags were delivered to residents this week. Waste Management will continue yard waste pickups every Monday.

Montgomery County Master Plan Transit and Highways

- The Village has been collecting photographs of traffic and unsafe pedestrian conditions on Brookville Road as part of its package to the County in opposition to the reclassification of Brookville Road. The Village has also been drafting a letter to send to the County Planning Board in opposition. Once that is finalized, we will circulate for residents. Reminder: letters to the Planning Board are due by next Friday, October 27.
 - We have received information that based on resident feedback, the County Planning Board staff will *not* recommend the reclassification of Brookville Road as was originally proposed. However, the Planning Board will ultimately make a decision on whether or not to go ahead.
- 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

- State Highway is planning 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. While work should begin soon (it was scheduled to begin in early October, and finish within about three weeks), there is no definitive date. 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:

- Waste Management has changed its routes, which is resulting in VMA recycling pickups happening later in the day.
- The last bulk pickup occurred on September 9, in coordination with A Wider Circle. The next bulk pickup will be November 11. A Wider Circle will do their pickup on Friday, November 10.
 - Please contact the Village Office if you have any items for bulk pickup, particularly if they are unusually large-sized objects, or an unusually large amount of items for bulk pickup (see below). This allows us to contact Waste Management so they can send the appropriately-sized truck. Unusually large refers to items that are:
 - Over four feet in size;
 - Over 50 lbs;
 - More than six items. Also as a reminder, certain items cannot be picked up as part of Bulk Trash, including construction debris, tires, and refrigerators that have not been tagged.
 - Residents can also contact the Village Office if they wish to donate items to A Wider Circle. Please contact the office at least one week ahead of time to schedule the pickup from A Wider Circle.

Building Administration:

Please see report from Doug Lohmeyer, attached.

9:10 PM Opportunity for Council to hear residents' comments: Krajeck

No comments.

9:11 PM Meeting adjourned: Krajeck

Village of Martin's Additions Treasurer's Report October 2017

	Oct 17	Budget	Jul - Oct 17	YTD Budget	Annual Budget
Income					
4000 - Revenue					
4010 - Permit Fees	0.00	1,666.00	1,827.00	6,664.00	20,000.00
4020 - Cable TV Franchise Fees	0.00	0.00	0.00	0.00	8,000.00
4040 - County Revenue Sharing	0.00	0.00	26,832.00	26,800.00	26,800.00
4050 - Highway Users Fees	17,043.00	0.00	17,043.00	15,900.00	23,000.00
4060 - Income Tax	1,604.01	2,200.00	1,604.01	2,200.00	700,000.00
4080 - Personal Property Tax	1,098.95	250.00	1,190.70	3,250.00	6,000.00
4090 - Real Property Tax	64,421.94	60,750.00	76,288.35	70,680.00	150,000.00
4095 - Utility Property Tax	0.00	0.00	0.00	0.00	12,300.00
4100 - Holiday Fund	0.00	0.00	0.00	0.00	8,000.00
4110 - Interest	5.28	415.00	3,642.14	1,660.00	5,000.00
Total 4000 - Revenue	84,173.18	65,281.00	128,427.20	127,154.00	959,100.00
4200 - Prior Years Surplus	0.00	0.00	0.00	2,669,694.17	2,669,694.17
Total Income	84,173.18	65,281.00	128,427.20	2,796,848.17	3,628,794.17
Expense					
5000 - General Government					
5010 - Office Expenses	762.40	1,250.00	3,678.82	5,000.00	15,000.00
5025 - Office Furniture & Equipment	0.00	0.00	0.00	0.00	25,000.00
5030 - Insurance	0.00	0.00	5,344.00	6,000.00	6,000.00
5040 - Printing & Mailing	0.00	416.00	0.00	1,664.00	5,000.00
5050 - Dues & Subscriptions/Conference	635.00	1,000.00	4,472.39	4,000.00	10,000.00
5055 - Storage Rental	296.00	292.00	947.20	1,168.00	3,500.00
5060 - Office Lease	2,340.76	2,191.00	13,089.77	13,764.00	32,000.00
5065 - Telephone	0.00	292.00	826.70	1,168.00	3,500.00
5080 - Holiday Fund	0.00	0.00	0.00	0.00	8,000.00
Total 5000 - General Government	4,034.16	5,441.00	28,358.88	32,764.00	108,000.00

**Village of Martin's Additions
Treasurer's Report
October 2017**

	Oct 17	Budget	Jul - Oct 17	YTD Budget	Annual Budget
5100 · Salaries & Benefits					
5110 · Managerial & Office Salaries	9,103.17	11,000.00	34,035.55	44,000.00	132,000.00
5120 · Payroll Taxes & Benefits	1,592.73	1,917.00	4,632.18	7,668.00	23,000.00
Total 5100 · Salaries & Benefits	10,695.90	12,917.00	38,667.73	51,668.00	155,000.00
5200 · Professional Fees					
5210 · Accounting & Auditing	2,700.00	3,000.00	10,800.00	12,000.00	42,000.00
5220 · Building & Permitting					
5222 · Building Review & Permits	2,050.00	3,333.00	5,350.00	13,332.00	40,000.00
5224 · Enforcement & Oversight	0.00	833.00	0.00	3,332.00	10,000.00
5226 · Municipal Operations	0.00	833.00	0.00	3,332.00	10,000.00
Total 5220 · Building & Permitting	2,050.00	4,999.00	5,350.00	19,996.00	60,000.00
5230 · Legal	2,360.00	3,333.00	6,283.50	13,332.00	40,000.00
5240 · Police	2,368.30	2,500.00	9,420.03	10,000.00	30,000.00
5244 · Traffic Engineering	1,216.00	833.00	1,520.00	3,332.00	10,000.00
5246 · Records Retention & Disposal	0.00	0.00	0.00	0.00	1,500.00
5247 · GIS Update	0.00	2,000.00	0.00	4,000.00	20,000.00
Total 5200 · Professional Fees	10,694.30	16,665.00	33,373.53	62,660.00	203,500.00
5300 · Streets					
5305 · Streets - General					
5310 · Street Lighting - PEPCO	1,288.13	1,333.00	3,678.79	5,332.00	16,000.00
5322 · Street Cleaning - Fall/Spring	0.00	0.00	0.00	0.00	20,000.00
5324 · Street Maintenance - Other	0.00	1,250.00	9,497.00	5,000.00	15,000.00
5326 · Leaf Vacuuming	0.00	6,000.00	0.00	6,000.00	18,000.00
Total 5305 · Streets - General	1,288.13	8,583.00	13,175.79	16,332.00	69,000.00
5349 · Snow Removal Services					
5350 · Snow Removal - Shovel Bvl. Rd.	0.00	0.00	0.00	0.00	5,000.00
5351 · Snow Removal - Plowing	0.00	0.00	0.00	0.00	20,000.00
Total 5349 · Snow Removal Services	0.00	0.00	0.00	0.00	25,000.00
Total 5300 · Streets	1,288.13	8,583.00	13,175.79	16,332.00	94,000.00

**Village of Martin's Additions
Treasurer's Report
October 2017**

	<u>Oct 17</u>	<u>Budget</u>	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	0.00	7,083.00	27,941.95	28,332.00	85,000.00
5420 · Leaf Bags	0.00	15,000.00	0.00	15,000.00	15,000.00
5425 · Recycling Bins	0.00	83.00	0.00	332.00	1,000.00
Total 5400 · Waste & Recycling	0.00	22,166.00	27,941.95	43,664.00	101,000.00
5500 · Other					
5510 · Tree Maintenance	0.00	2,917.00	0.00	11,668.00	35,000.00
5515 · Tree Replacement	0.00	0.00	0.00	0.00	5,000.00
5518 · Right-of-Way Landscaping	0.00	1,000.00	1,240.00	2,500.00	8,000.00
5520 · Community Events	1,449.60	500.00	6,368.87	3,500.00	25,000.00
5530 · Website	0.00	416.00	459.60	1,664.00	5,000.00
Total 5500 · Other	1,449.60	4,833.00	8,068.47	19,332.00	78,000.00
5600 · Initiatives					
5630 · Tree Planting Initiatives Prog.	0.00	166.00	0.00	664.00	2,000.00
Total 5600 · Initiatives	0.00	166.00	0.00	664.00	2,000.00
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	0.00	0.00	0.00	0.00	1,500,000.00
5900 · Undesignated Fund Balance					
Total Expense	28,162.09	70,771.00	149,586.35	1,614,378.17	3,628,794.17
Net Income	56,011.09	-5,490.00	-21,159.15	1,182,470.00	0.00

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: Nov. 14, 2017
SUBJECT: Building Administrator's Report

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 stones 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 has begun.

7210 Delfield St.

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. The exterior appears to be completed and no work has occurred recently. MCDPS has not finalized their building permit.

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.

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 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.

3407 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 has begun and the existing house has been moved to the adjacent lot. 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.

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. A recent conversation with the Assistant District Engineer at MSHA indicated the State is investigating a solution and will get back to the Village in early Nov.

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.

Manager's Report November 16, 2017

Administrative Matters:

- *Audit:* The Village completed its annual audit.
- *Notary Public:* Both the Village's Manager and Assistant Manager offer services as a notary public. Village residents are able to have documents notarized free of charge at the Village office during regular business hours.
- *Office Redesign and Orientation:* Staff has made an initial order for new chairs, which have already been ordered. Staff has received multiple bids from contractors regarding the electrical work, and renovation work. The office will have to get a permit from Montgomery County for the electrical work.
- *Halloween Party:* The Village held its annual Halloween celebration on Tuesday October 31st. Attendance was high, and costumes plentiful and excellent to look at! We welcome feedback as we evaluate our vendor(s) and whether or not holding the event on Halloween night is preferable.
- *Other Events:* The Village has begun to look into other potential events, including another wine event hosted by La Ferme, and an "Arbor Day" celebration, which is required for the Village to be designated a Tree City, USA.
- *Welcome Bags:* The office has received new canvas bags for new residents as part of a welcome package.
- *Website:*
 - The new website is complete, and should go live over the weekend!
- *Email:* Staff has begun to look into changing the Village email to match the website domain name (martinsadditions.org) – once the site has switched over the process will hopefully become clearer.
- *Mail Delivery:* Several residents, particularly on the north side of the Village, have had mail delivery issues for the last several months that ebb and flow. Village staff has been coordinating with Congressman Raskin's office to have a representative from the Postmaster General's office come to a Village Council meeting to address concerns.
- *Contacting the Office:* The VMA Office is staffed from 9:00 am – 5:00 pm Monday through Friday. Often, at least one staff member will be in the office beginning at 8:00 am as well. Outside of the regular office hours, the best way to get in contact with Village staff is via email at martinsadditions@gmail.com. Any changes to regular office hours will be communicated via email.
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- *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 are currently working on updating their proposals based on a new scope of work.
 - *Leaf Vacuuming:* Martin's Additions has begun leaf vacuuming on a trial basis this fall. Lee's Trees will provide the service. The first service was on Wednesday October 18, and will continue every other Wednesday through November. In addition, leaf bags were delivered to residents this week. Waste Management will continue yard waste pickups every Monday.
 - *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.

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 is meeting with the Board on December 14th to present their recommendations. Due to feedback, the reclassification of Brookville Road will not be a staff recommendation. Ultimately the Board will decide, however. They will have two closed working sessions in the two months following the December meeting before a Public Hearing draft Master Plan is created, likely in early February. There will be a 30 day public comment period. Staff will continue to monitor the situation and report any changes, particularly as they have affect Brookville Road and the rest of Martin's Additions.
- 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! – next up is a series of sewer main replacement projects. The following VMA streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. The work has been pushed back – again! WSSC still has not selected a contractor, and in the most recent conversations with the project manager, he suggested that a contract should not be expected until December at the latest. Determining how soon after that work would begin is impossible to say, and is dependent on the contract.
 - The Village sent a permit to WSSC based on previous agreements between VMA and WSSC, as well as agreements between WSSC and neighboring municipalities. WSSC is not legally required to sign a permit, but met with Village staff to go over the conditions of the permit, which will be incorporated into a Memorandum of Understanding. Village staff will meet again with the contractor once they are selected to go over requirements and expectations.
 - WSSC will hold a public outreach meeting after they have selected a contractor to go over plans with the community. The Village staff will notify residents once a final date has been selected.

Trees

- The Village has removed trees that were sick, dying, or otherwise unwell after receiving approval from the State Arborist. Village staff, along with Paul Wolfe (Village Arborist) and Paula Goldberg (Village Tree Supervisor) have identified 10 spots for new plantings, and the species of trees to be planted there. Planting will begin in the next two to three weeks. A list of new plantings and locations has been proposed, , with plantings to begin shortly thereafter.
- The Village is continuing its Native Canopy Tree Planting Program this fall. Under this program, the Village of Martin's Additions plants native canopy trees on private property. For more information, please see the Village website, or contact the Village Office.

Streets Lighting:

- Street light installation have been completed. We are interested in hearing resident feedback on the new streetlights, so feel free to give the office a call or email to share your thoughts.

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.

- 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 November 11, in coordination with A Wider Circle. The next bulk pickup will be January 13. A Wider Circle will do their pickup on Friday, January 12.
 - Please contact the Village Office if you have any items for bulk pickup, particularly if they are unusually large-sized objects, or an unusually large amount of items for bulk pickup (see below). This allows us to contact Waste Management so they can send the appropriately-sized truck. Unusually large refers to items that are:
 - Over four feet in size;
 - Over 50 lbs;
 - More than six items. Also as a reminder, certain items cannot be picked up as part of Bulk Trash, including construction debris, tires, and refrigerators that have not been tagged.
 - Residents can also contact the Village Office if they wish to donate items to A Wider Circle. Please contact the office at least one week ahead of time to schedule the pickup from A Wider Circle.

Building Administration:

- Please see report from Doug Lohmeyer, attached.